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Insurance Claims Kit

Forms are included in this kit as a guide for the information that is needed to file claims online. We prefer that workers compensation claims, liability claims and property claims be filed online. The Diocese of Davenport and Molyneaux Insurance have immediate access to those claims when you file them electronically.

Diocese of Davenport Contact: Tiara Hatfield, Human Resources and Risk Management Coordinator
563-888-4366, hatfield@davenportdiocese.org

Section	Company	Policy Number	Instructions
Section 1: Workers Compensation	RAS (Risk Administration Services)	WC02000390242020A	First Report of Injury reported within 24 hours of incident online, www.rascompanies.com . If there is required hospitalization, loss of limb/eyesight, or death call Tiara Hatfield immediately so OSHA is notified. If she is not immediately available call Mark Shaffer.
Section 2: Loss Control/Risk Management Services (Work place safety and risk management)	Parishes: Molyneaux Mark Shaffer	Schools: Catholic Mutual Ryan Dallan	Parishes Loss Control Rep: 563-823-7059 Mshaffer@sprdirect.com Schools Loss Control Rep: 800-228-6108, ext. 2383 rdallan@catholicmutual.org
Section 3: Liability Loss	Catholic Mutual	Certificate Number 9165	Report incidents on line immediately, www.catholicmutual.org
Section 4: Property Loss	Catholic Mutual	Certificate Number 9165	Report incidents on line immediately, www.catholicmutual.org
Section 5: Auto Loss/Glass claim Auto Changes	Church Mutual	Policy Number 34297109127955	Auto Loss/Glass Claims: Phone: 888-748-4326 Changes: Tiara Hatfield, 563-888-4366 and Kris Westlake, 800-728-6494
Section 6: Cyber Insurance	Beazley	Policy Number V2B903200101	Contact Tiara Hatfield, 563-888-4366, hatfield@davenportdiocese.org Report incidents immediately.
Section 7: Requirements for Driving for the Diocese, School or Parish and CMG Connect Certificate of Liability for Leased Vehicles (Enterprise Rent-a-Car and Truck Rental/U-Haul)			Contact Tiara Hatfield, 563-888-4366, hatfield@davenportdiocese.org Required forms included in kit.
Section 8: Parish/School Facility Use and Rental	Catholic Mutual		Contact Kris Westlake: 800-228-6108, ext. 2327 kwestlake@catholicmutual.org or Tiara Hatfield, 563-888-4366, hatfield@davenportdiocese.org
Section 9: Boiler Inspections	Travelers BoilerRE thru Catholic Mutual		For boiler and pressure vessel inspections: 800-425-4119, Boilinsp@Travelers.com

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563-888-4366, hatfield@davenportdiocese.org

Section	Company	Instructions
Section 10: Employment Practices	Catholic Mutual	Contact Tiara Hatfield, before an employee is terminated. A professional review is needed in order for insurance coverage to apply.
Section 11: Request for Certificate of Insurance	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 kwestlake@catholicmutual.org Required form included in kit
Section 12: Contract Review		Contact Tiara Hatfield, 563-888-4366 hatfield@davenportdiocese.org
Section 13: Liquor Liability	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 kwestlake@catholicmutual.org
Section 14: Certificate of Liability for Knights of Columbus Events	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 kwestlake@catholicmutual.org
