

## MEMORANDUM

**To: Pastors, Administrators and Parish Business Managers**  
**From: David Johnson, Archdiocesan Business Manager**  
**Re: Claim Reporting Procedures**  
**Date: February 21, 2006 Reviewed August 13, 2010**

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Catholic Mutual Group and our excess carrier, The National Catholic Risk Retention Group, Inc., require that we notify them of all claims and **potential** claims **as soon as possible after the occurrence**. The term *claims* is very broad and includes property damage and all accidents or incidents resulting in any bodily injury to employees or visitors. Examples: injury to workmen, falls, burns, automobile accidents. All accidents or incidents, no matter how small, should be reported immediately to Shannon Schrempp, 721-5651, ext 146.

**The requirement to report includes any allegations of sexual misconduct by Archdiocesan personnel or occurring on Archdiocesan or parish property or in association with an Archdiocesan, parish or school activity.** Any such incident or allegation should be immediately reported to the Vicar General.

If you are uncertain about the need to report, please confer immediately with the Chancellor or Vicar General. REMEMBER it is better to err on the side of reporting. Prompt reporting allows for better claim handling. **Delayed or late reporting could cause denial of coverage.**

Obviously, should there be an accident, natural disaster, fire, etc. you should first think of your safety and the safety of those in your care. If an accident occurs resulting in bodily injury, first ascertain whether medical attention is need. If so, immediately call 911.

As soon as possible after the incident, write up a brief account of the incident. Consider *who, what, when, where and why*:

- Who is the potential claimant? The potential claimant's name, address and telephone number should be included. If a minor is involved provide the minor's name and age, as well as address, etc. The names, addresses and telephone numbers of the parents should also be identified.
- What happened? If you are reporting an accident, what was the injury?
- If you are reporting an accident: Was the injured party treated, transported by ambulance?
- When did the incident occur (date, time)?
- Where did the incident happen? Be precise.
- Why did the incident occur, if known?
- Identify any witnesses (name, address and telephone number)
- Sign the incident report and date it.
- Send a copy to Shannon Schrempp and keep a copy for your files.