

WORKERS' COMPENSATION CLAIM REPORTING PROCEDURES

QUICK REFERENCE

Employer Name: Roman Catholic Bishop of Santa Rosa

Carrier: Church Mutual

1. **If the injury is serious or life-threatening:** "CALL 911" first to get care for the employee right away. Then contact Medcor (see next paragraph) to report to file the claim.

If the injury is not life-threatening: Call Church Mutual Nurse Hotline – **Medcor (844) 322-4662** with injured employee present "immediately after the incident" (if possible) or immediately after reported to you. A registered nurse will retrieve pertinent facts about the injury, provide guidance on treatment either through first aid, the emergency room or a medical clinic, and send report to Church Mutual who then will create a claim at the most appropriate level.

2. **DOWNLOAD THE FORMS** below from the Diocesan website:

<http://santarosacatholic.org/workers-compensation>

Form DWC1 Division of Workers Compensation Employee Claim

- Give DWC1 Form to Employee (*within 24 hours* of injury or illness caused by work) for him/her to complete the *Employee Section*.
- When Employee returns the form with his/her section completed, fill in the *Employer Section* and give Employee a copy.

FORM 5020 Employer's Report of Occupational Injury or Illness

- Complete Form 5020. Gather as much information as possible beforehand.

Maintain completed forms DWC1 and 5020 with your records and wait for instructions from Church Mutual for you to send to them.

Prescription Drug Card. Church Mutual has partnered with myMatrixx to make filing workers' compensation prescriptions easy.

- Complete and give to employee in the event employee is seen by a doctor and prescribes a medication.

MANAGING YOUR CLAIM.

If Medcor recommends your employee to be seen by a doctor, s/he needs to give you a copy of the Doctor's First Report.

- Can the worker return to work or did the doctor stipulate that there is modified work that you must be aware of?
- Does the injured worker need to go back for a follow up visit?
- Stay in contact with him/her to learn how s/he is doing.
- Church Mutual may be contacting you.

CALL any of the following to immediately report a serious claim (e.g. more than 1 night in the hospital):

- Benefits Office, Rachael de la O (707) 566-3349;
- Risk Manager, Kelly Righetti (707) 566-3373 or
- Human Resources, Lori Norcia (707) 566-3322.