



## WORKERS' COMPENSATION CLAIM REPORTING PROCEDURES

**Employer Name: Roman Catholic Bishop of Santa Rosa**  
**Carrier: Church Mutual**  
**Policy #: (Please refer to website for current's year policy #)**

1. **If the injury is serious or life-threatening: "CALL 911" first to get care for the employee right away.** Then complete forms below and contact- Church Mutual (800) 554-2642 (option 2) to report 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 or right after the incident is reported to you and before the employee receives medical attention. 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.

**If employee is not present or has sought medical attention,** gather as much information as possible, complete forms below and contact -Church Mutual (800) 554-2642 (option 2) to report the claim

2. **DOWNLOAD THE FORMS** below from the Diocesan website: [www.srdiocese.org/workers-compensation](http://www.srdiocese.org/workers-compensation)

**Form DWC1** -State of California, Division of Workers Compensation

- Give DWC1 Form to Employee (*within 24 hours* of injury or illness caused by work) to complete the *Employee Section*.
- When Employee returns the form with Employee Section completed, fill in the *Employer Section* and give Employee a copy.
- Maintain completed form with your records and wait for instructions from Church Mutual.

**Form 5020** -Employer's Report of Occupational Injury or Illness

- Only complete if you do not contact Medcor to initiate the claim
- Maintain completed form with your records and wait for instructions from Church Mutual.

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

- Complete and give to employee in the event s/he is prescribed a medication.

### **MANAGING YOUR CLAIM.**

- Church Mutual will be contacting you for more information related to your employee's incident.
- If your employee needs to be seen by a doctor, s/he needs to give you a copy of the Doctor's First Report. Find out the following:
  - 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.

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

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