



INSTRUCTIONS TO REPORT A WORK-RELATED INJURY

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

All incidents must be reported to Church Mutual *within 24 hours* of injury or illness caused by work.

1. If **serious or life-threatening injury**, “CALL 911” first to get care for the employee right away. Then complete the forms below and contact- Church Mutual (800) 554-2642 (option 2) to report the claim.

If **non-life-threatening injury**, CALL Church Mutual's *Nurse Hotline – Medcor (844) 322-4662 with the injured employee present* immediately after the incident or immediately after the incident is reported to you, and provide account #500054 for fast identification. A registered nurse will provide advice for treatment either through first aid, the emergency room, or a medical clinic, and send a report to Church Mutual who then will create a claim at the most appropriate level.

In the event, the manager or administrator is not available instruct employees to call Medcor immediately to receive advice on treating the injury.

If the employee did not report the injury to you first and **has received medical attention**, gather as much information as possible, complete the forms below, and CALL Church Mutual (800) 554-2642 (option 2) to report the claim.

2. **DOWNLOAD THE FOLLOWING FORMS** - <https://srdiocese.org/workers-compensation>

Form DWC1 – The State of California, Division of Workers Compensation

- Complete the Employer section and give it to the injured employee to complete the *Employee Section*.
- When the employee returns the form with Employee Section completed, make a copy to give to the employee.
- Maintain the completed form with your records and wait for instructions from Church Mutual.

My Matrixx - Prescription Drug Card.

- Complete and give it to the employee in the event medication is prescribed.

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

- Only complete if Medcor is not contacted to initiate the claim.

MANAGING YOUR CLAIM.

If Medcor recommends your employee to be seen by a doctor, s/he must 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.
- Church Mutual may be contacting you.

Call any of the following Chancery team members to report a serious claim (e.g., more than 1 night in the hospital):

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