



## REPORTING GUIDELINES FOR WORK PLACE INJURIES (WORKER'S COMPENSATION INSURANCE) CATHOLIC MUTUAL GROUP

The State of Wisconsin Worker's Compensation Act provides for payment of reasonable medical expenses and compensation for lost wages resulting from work-related injuries or disabilities. Information regarding this state-mandated insurance program can be found at <https://dwd.wisconsin.gov/wc/workers/>

- 1) Effective January 1, 2016, Catholic Mutual Group (CMG) partnered with Church Mutual Insurance Company for the handling of Worker's Compensation claims for the Diocese of Madison. Previously PPIC (Preferred Professional Insurance Company) was the carrier. Catholic Mutual Group will continue to work as a third party administrator/advocate in handling claims of employee injuries for the Diocese of Madison.
- 2) Even in the safest of workplace environments, injuries can happen. If an employee is hurt and the injury is serious or life-threatening, call 911 immediately.
- 3) If an employee experiences a non-life threatening injury on the job, call the Church Mutual Nurse Hotline at 844-322-4662. The Church Mutual Nurse Hotline connects you with a medical professional that can advise you on next steps regarding treatment alternatives.
- 4) Parish should report all work-related injuries or ailments to CMG immediately, even if medical treatment through first aid or a medical clinic is not sought or recommended. Promptly reporting a claim will allow CMG and Church Mutual to conduct a proper investigation to determine compensability.
- 5) Complete the **Employer's First Report of Injury or Disease** reports soon after the employee reports an injury or accident. Details of the incident are always more accurate when information is fresh in one's mind. Please note that this injury report **MUST** be signed by an authorized representative of the employer, **NOT** signed by the employee.
- 6) All completed Employer's First Report of Injury or Disease reports must be sent to Kris Twining, Claims/Risk Manager as soon as possible via email to [ktwining@catholicmutual.org](mailto:ktwining@catholicmutual.org) , or via facsimile to 608-833-3794, or if necessary via U.S. Mail to 702 South High Point Road, Suite 221, Madison, WI 53719.
- 7) Contact Kris Twining immediately at 608-821-4566 immediately if any of the following occur:
  - a. A previously reported medical only claim turns into a lost time claim.
  - b. Any serious injury that results in hospitalization.
  - c. Any incident or accident resulting in a fatality
  - d. Any incident involving odd or questionable circumstances
- 8) Once a claim is reported, the following will occur:
  - a. Catholic Mutual will interface with Church Mutual to file the claim. Church Mutual will report injuries to the State of Wisconsin in compliance with state reporting requirements. All Employer's First Report of Injury or Disease forms need to be completed in their entirety to expedite state reporting.

- b. Church Mutual will take a direct approach to claims handling --they will investigate all lost time injuries by making contact with the employer, the injured worker, and the attending physician.
- c. Any injured worker that has lost time from work is required to provide a written release from the attending physician prior to return to work.
- d. Employers are encouraged to contact the injured worker while recovering at home to show interest in their recovery and to assure them that they are looking forward to their return to work. An injured worker often needs encouragement to get them back into the work force. Too often we hear "The employer does not care because I have never heard from them."
- e. Catholic Mutual will work closely with Church Mutual's claims professionals in an effort to return the employee to gainful employment as soon as possible. In addition to getting your employees the treatment they need in a timely manner, the Nurse Hotline also helps ensure that if you need to file a claim, you do so in a timely manner, which helps reduce costs and confusion.