

# **DIOCESE OF JOLIET**

## **WORKERS' COMPENSATION REPORTING PROCEDURES**

### **Claims Administrator:**

Diane Schultz  
Catholic Mutual Group  
101 W. Airport Road  
Romeoville, IL 60446  
815-838-2142 (main line)  
815-834-7288 (direct dial)  
815-834-4079 (fax)  
[dschultz@catholicmutual.org](mailto:dschultz@catholicmutual.org) (email)

### **Reports:**

- **All accidents involving an employee injury should be reported to Catholic Mutual within 24 hours of occurrence.**
- Injury accidents must be reported by the employer, not the employee, using the **State of Illinois Employer First Report of Injury Form** (found on the Diocese webpage using the link: [http://www.dioceseofjoliet.org/finance/documents/HR-EmployeeInjury\\_Form45.pdf](http://www.dioceseofjoliet.org/finance/documents/HR-EmployeeInjury_Form45.pdf) ) or call Diane Schultz at 815-834-7288 and she can complete the form with you.
- Timely reports of injury accidents:
  - a) Prevent potential delay in payments to injured workers and medical providers
  - b) Prevent medical charges being billed incorrectly to the diocese's group health carrier (Blue Cross/Blue Shield)
  - c) Allow medical providers to immediately coordinate treatment with work comp provider
  - d) Allow the diocese to take advantage of or arrange for discounts from medical providers

### **Employee Responsibilities:**

- **Immediately** notify supervisor/manager of injury. Supervisor/manager will assess the situation, assist with arranging proper medical care and begin the injury reporting process.
- Promptly cooperate with Supervisor/Manager and the claims administrator in the completion of all relevant documents.
- Coordinate medical care with and forward all medical bills to the claims administrator.

### **Supervisor/Manager Responsibilities:**

- Immediately assess the incident and assist the employee in seeking appropriate medical care or necessary treatment for any work-related injury. If injury is a potential life-threatening emergency, call 911.
- Within 24 hours, **fully and accurately complete** the State of Illinois Employer First Report of Injury Form and fax or email to the claims administrator.
- Complete and submit First Report of Injury Forms to the claims administrator on all employee on-the-job injuries, no matter how minor. The claims administrator will determine what further action needs to be taken and resolve any compensability issues.
- Forward any claims related billing or correspondence immediately to the claims administrator