

WORKER'S COMPENSATION GUIDELINES

- The Diocesan preferred method for reporting non-emergent workplace injuries is through the MedCore Nurse Hotline. Parishes and schools should encourage employees to immediately call **(844) 322-4662** to report a workplace injury with their supervisor. MedCore will complete the WKC-12 state required form and will report the injury to the Diocesan Worker's Compensation Insurance Carrier. If unable to call the MedCore Nurse Hotline supervisors may complete the **EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE** (WKC-12) form as soon as they become aware of the injury.
- **ALL** work-related injuries must be reported within 24 hours from the time of injury. The State of Wisconsin has very strict legislature related to timely reporting of injuries and will assess fines for reporting injuries late. Details are always more accurate when the information is fresh in one's mind. The injury should be reported by calling the MedCore Nurse Hotline or may be reported on the State WKC-12 form and **MUST** be filled out by a **SUPERVISOR**. **EMPLOYEES** are **NEVER** allowed to fill out their own injury report form.
- **You must report all injury claims, even if they are questionable.** Reporting a claim does not mean the claim will be accepted. By reporting a claim immediately, it will allow proper investigation to determine compensability.
- All **EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE forms must be completed in their entirety.** Any unanswered questions will cause a delay in state reporting.
- For those claims being submitted by a consolidated school system, please list the **school system** as well as the **specific school's name** on all **EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE forms.**
- All original **EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE forms** must be sent **immediately** to our insurance carrier at the following address:

Ben Burrow
Assistant Claims/Risk Manager
3710 East Avenue South
La Crosse, WI 54601
Work: (608) 519-9890
Mobile: (608) 386-6406
BBurrow@catholicmutual.org

24-Hour Claim Service
(800) 228-6108

- Catholic Mutual will file all **EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE forms** with the state in compliance with the state reporting requirements. **DO NOT** send your WKC-12 forms in yourself. This is Catholic Mutual's Responsibility.
- Any medical bills pertaining to this claim should be immediately forwarded to Ben Burrow with Catholic Mutual Group when they are received.
- If a medical-only claim that has already been reported turns into a lost time claim, notify Ben Burrow with Catholic Mutual Group Immediately.
- **Immediately** notify Ben Burrow with Catholic Mutual Group **by phone** if any of the below serious injuries occur. There are special reporting circumstances and deadlines that apply.
 - Death.
 - In-patient hospitalization.
 - Injury involving an amputation.
 - An enucleation (loss of an eye).
- Catholic Mutual Group will investigate all lost-time injuries by making contact with the employer, the injured worker and the treating doctor.
- Injured employees should obtain a return-to-work slip when treatment is provided by a doctor. Injured employees **MUST** obtain a return-to-work slip for any injury resulting in lost-time from work. Return-to-work slips should be provided by the treating doctor and must include any light duty restrictions. A second return-to-work slip must be obtained before an employee is allowed to return to full duty.
- Employees who are off work for a work-related injury or illness are not entitled to be paid their regular wages or paid time off including sick leave, vacation, etc. This is Catholic Mutual's responsibility.
- Getting injured employees back to work as soon as possible means reductions in lost wages and medical costs. The employers shall work closely with Ben Burrow, injured employees and the doctor in an effort to return the employee to gainful employment as soon as possible.
- 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 employee often needs encouragement to get back into the work force. Too often we hear, "The employer does not care because I have not heard from them."