



Workers' Compensation Instructions for Injured Employee & Information To Be Shared with HealthCare Provider

- ❖ An employee that incurs a workplace injury should immediately seek medical attention.
- ❖ The injured employee needs to inform the healthcare provider upfront that the accident/incident is a workplace injury and claims are to be processed under Workers' Compensation.
- ❖ The employee's Workers' Compensation coverage is under the Employer Name: **Archdiocese of Cincinnati** and the Policy Number is: **20003119**
- ❖ Workers' Compensation claims for the Archdiocese of Cincinnati are adjudicated and processed by:

Gallagher Bassett Services

PO Box 2934

Clinton, IA 52733-2934

Contact: 614.356.2274 or 614.356.2263

Fax: 614.764.8872

- ❖ The injured employee who experiences a workplace injury does not need to provide the healthcare provider with their personal medical insurance carrier information.
- ❖ If the Archdiocese of Cincinnati Parish/School/Entity is unaware of the workplace injury the employee should inform their supervisor of the injury so the administration can initiate the necessary procedures to file the *First Report of Injury*.