



DIOCESE OF CHARLOTTE

WHEN AN ACCIDENT HAPPENS AT WORK

1. Immediately notify your supervisor. You and your supervisor will complete the First Report of Injury (NCIC Form 19). Your completed First Report of Injury is submitted to:

Michelle Nelson
mjnelson@rcdoc.org
Human Resources
Diocese of Charlotte

All incidents must be reported immediately, or if extreme circumstances prohibit an immediate report, within 24 hours of the incident.

2. Obtain an Authorization for Treatment from your Supervisor.
3. For emergency situations, go to the nearest hospital for treatment.
4. For non-emergency situations, go to the medical services provider in your area as directed by your supervisor.
5. Submit your authorization to return to work to your supervisor.
6. After submittal of your First Report of Injury, copies of all paperwork and invoices related to your treatment should be emailed to your Church Mutual Claims Adjustor at claims@churchmutual.com.

Church Mutual
Policy #0321370-07-900801
3000 Schuster Lane
Merrill, WI 54452
800-544-2642; (f) 715-539-4651