

CORPORATION OF THE CATHOLIC ARCHBISHOP OF SEATTLE
Archdiocese of Seattle

STEPS IN FILING A WORKERS' COMPENSATION CLAIM

For The Supervisor: The supervisor (or location manager) follows these steps:

1. Help the Employee obtain any necessary First Aid.
2. Employee/Supervisor will fill out the **investigation report** forms (these are kept internally – not for Sedgwick)
 - Perform an investigation of the accident scene to determine the reasons for the accident and take corrective action to prevent future injuries (i.e.: remove stacked boxes, remove rugs from pathways)
 - Keep a copy of the investigation reports separate from the employee's personnel file.
3. If medical attention (beyond on-site First Aid) is necessary, please have the employee call our Workers' Compensation Claims Administrator, **Sedgwick at 1-866-471-9518**. Provide the employee a copy of the Provider's Initial Report (PIR) to take with him/her to the medical provider on his/her first visit.
 - Very important to have ongoing conversation with Sedgwick Adjuster until the claim is closed
 - This has Workers' Compensation benefit payment implications, as well as can cause medical authorization delays
4. Employee should obtain Doctor's Note regarding injury before appointment is over
 - If employee is released by the Doctor to Return To Work (RTW) with no restrictions, everything proceeds as normal, and employee returns to their job.
 - Employee will give a copy of Doctor Note to supervisor
 - If injury keeps employee from work, employer must be sure to understand employees best estimate for return –or– if they can work light duty, assess if employee can be accommodated.
 - This should be fully supported by Doctor Notes
 - Employer will contact Archdiocese Leave Dept. leave@seattlearch.org
 - They will help manage FML
 - Very important to stay up to date with employee's doctor appointments and manage RTW and appropriate duties with doctor notes
5. Once a claim is filed with Sedgwick, the employee will receive a packet from Sedgwick including the booklet, "A Guide to Workers' Compensation Benefits for Employees of Self-Insured Businesses" which contains a lot of information.
 - Separate from the packet, the employee will also receive the Self Insurer Accident Report(SIF-2) with his/her information.
 - Please fill in the Risk Class box on the form for the employee.
 - Risk Class codes are: *6103-04 (white collar), 6104-04 (blue collar), 6103-01 (schools white collar), and 6104-01 (schools blue collar)*.
 - If you are unsure what code to use, please contact our office at WorkersCompensation@seattlearch.org
6. All Workers' Compensation forms are located on our insurance website:
<https://archseattle.org/insurance/insurance-workers-comp/>

In an emergency, when the employee needs immediate medical treatment. Employee/Supervisor will need to assure that the treating physician or emergency facility is informed that the Archdiocese is self-insured so the claim will be properly processed. If possible, take or send a blank Provider's Initial Report (PIR) with the employee to the emergency treatment facility (they can be completed after he/she receives emergency treatment).