

Memorandum

DATE: February 15, 2008
TO: Parish Bookkeepers
FROM: Chad Ryan, Staff Accountant
RE: Change to workers compensation claim procedure

Last year we transferred administration of our workers compensation claims to Liberty Mutual. For various reasons we are transferring this responsibility back to Catholic Mutual, effective immediately. If your parish has a workers compensation claim to report for an employee or volunteer, fax the first report of injury form to Catholic Mutual Group, Attn: Cindy Swiercek, at 1-402-551-2943. If your parish doesn't have a fax machine, the form can be mailed to the address on the enclosed poster. Remember that the form must be submitted within 10 days of the date the employer was notified of the injury.

Enclosed is a copy of the First Report of Injury form. This form is also available online at <http://www.doli.state.mn.us/pdf/fr01.pdf>.

Also enclosed is a copy of the Minnesota Workers' Compensation Employee's Rights and Responsibilities poster. Please post this notice in a place where it will be seen by all employees and volunteers. You can make additional copies of this poster as needed.