For The Employee: It is very important that if you sustain a work-related injury, illness or condition, you follow these steps:

1. Apply appropriate first aid and seek immediate medical attention in an emergency.

2. Report the injury immediately to your supervisor, whether or not medical attention is required.

3. Call the Workers’ Compensation Claims Administrator, Sedgwick at 866-471-9518. A nurse will discuss your injury with you. If medical treatment is necessary, the nurse can help you find a covered healthcare provider for work related Illness, injury and recommend appropriate treatment for you. If a claim needs to be filed, the nurse will help you through the claim filing process.

4. Once a claim is filed, you will receive a packet from Sedgwick Including the booklet, “A Guide to Worker’s Compensation Benefits for Employees of Self-Insured Businesses, which contains a lot of information.

Any questions contact the Archdiocesan Retirement and Workers’ Compensation Program Manage.