

## APPENDIX D-9

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**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 Manager.