

CORPORATION OF THE CATHOLIC ARCHBISHOP OF SEATTLE
Archdiocese of Seattle

STEPS IN FILING A WORKERS' COMPENSATION CLAIM

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.
2. **Report the injury immediately to your supervisor, whether or not medical attention is required.**
3. Complete an **investigation report** and give it to your supervisor.
4. If medical attention (beyond on-site First Aid) is necessary, please call our Workers' Compensation Claims Administrator, **Sedgwick at 1-866-471-9518.**
 - Obtain a copy of the Provider's Initial Report (PIR) to take with you to the medical provider on your first visit. The form is available from your manager and also on the archdiocese workers' compensation insurance website.
 - Complete the "PATIENT INFORMATION" section of the PIR and take the form with you to your medical provider on your first visit. Your medical provider will complete the form and send it to our claims administrator, Sedgwick.
5. Obtain a Doctor's Note regarding injury before your appointment is over
 - If you are released by the doctor to Return To Work (RTW) with no restrictions, everything proceeds as normal, and you return to your job
 - Give a copy of Doctor Note to your supervisor
 - If injury keeps you from work, your employer must be sure to understand your best estimate for return –or– if you can work light duty, your employer will assess if you can be accommodated.
 - This should be fully supported by your Doctor Note(s)
 - Very important for you to keep both your employer and Sedgwick up to date with your doctor appointments and doctor note(s) so they can manage RTW and appropriate duties
6. Once a claim is filed, you 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, you will receive the Self Insurer Accident Report (SIF-2) with your information.
 - Please have your supervisor fill in the Risk Class box on the form for you. Risk Class codes are: *6103-04 (white collar), 6104-04 (blue collar), 6103-01 (schools white collar), and 6104-01 (schools blue collar).*
 - If your supervisor is unsure what code to use, please have your supervisor contact our office at WorkersCompensation@seattlearch.org
7. 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 emergency treatment is received).