



CHRISTIAN
BROTHERS
SERVICES

CHRISTIAN BROTHERS RISK POOLING TRUST

The Workers' Compensation Claim Process

**Administered by
Christian Brothers Risk Management Services
1205 Windham Parkway
Romeoville, IL 60446-1679
800.807.0300**



When An Employee is Injured At Work

Immediately:

- Administer first aid.
- Accompany/assist injured employee to a medical provider.
- Notify family.
- Report an accident immediately to Gallagher Bassett Services via:

Phone: 1.877.735.2270

Fax: 1.800.748.6159

When Reporting:

Make sure to include accident information, such as:

- Time/date of injury
- Cause of accident/injury
- Nature of injury (sprain, fracture, etc.)
- Body part involved
- Witnesses
- To whom injury was reported
- Diocese of Green Bay WC, Policy #1220001
- Location number/Location name and full address

You Can Assist The Claim Handling Process by:

- Making yourself and witnesses available to the Gallagher Bassett Services claim professional.
 - In case of lost time, have job description readily available and the injured employee information, including wage information.
 - Continue to reinforce your concern and the organization's concern for the injured employee. Intermittently touch base with the injured employee using a "wellness approach".
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**Reporting a
Workers' Compensation Claim
to
Gallagher Bassett Services**

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