

Diocese of Bismarck

Insurance Claims Reporting Procedures

All Claims should be reported to Sara Adrian at Catholic Mutual Group (CMG) at the time of the loss by phone or email:

- ✓ phone 1-800-228-6108 extension 2456
- ✓ email reportclaim@catholicmutual.org

State the name of your parish or school, the city, and that your entity is covered under the Diocese of Bismarck. Claims should be reported as soon as possible after a perceived loss of property or injury, no matter how minor they may seem.

After reporting the claim to Catholic Mutual, please also advise Tony Chap, Parish Resource Manager (tchap@bismarckdiocese.com), that you have filed a claim.

Property Claims

- ✓ Take steps to protect property.
- ✓ Notify police for all theft losses including employee fidelity claims.
- ✓ Catholic Mutual will either give you authorization to proceed with repairs or will assign an independent adjuster.
- ✓ It is the parish's responsibility to submit bills to Catholic Mutual Group.

Liability Claims

- ✓ Do not discuss liability/negligence issues. You will need to refer any questions to CMG or Tony Chap. You should stay in contact with the injured party and show pastoral concern.
- ✓ Students needing medical attention should be treated. Stay in contact with the parents and/or the injured party and show pastoral concern. Do not offer or advise that medical expenses will be covered.

- ✓ The following information will need to be reported with liability claims.
 - Location
 - Time
 - Weather Condition
 - Claimant name, address, phone number and age
 - If covered by other insurance – get details if possible
 - Injury
 - Witnesses – names and phone numbers
 - If an person who may be injured was acting as a volunteer at your entity, follow the CMG procedure for filing the volunteer incident report and claim form.
- ✓ Student athletes take the risk of injury by competing. Parents are responsible for medical expenses. The North Dakota High School Activities Association has medical coverage that may be purchased from the association.
- ✓ Call Catholic Mutual immediately upon receipt of a court summons or lawsuit.