

WORKERS COMPENSATION RESPONSIBILITIES

REMEMBER TO REPORT CLAIMS IMMEDIATELY!

Archdiocese of Los Angeles
Department of Insurance
Office: (213) 637-7430
Fax: (213) 637-6168

3424 Wilshire Boulevard
Los Angeles, California
90010-2241

>IF AN EMPLOYEE IS INJURED:

Evaluate injury and medical response needed.

If Urgent, call 911

To locate a doctor, visit the WellComp website at [www.WellComp.com](https://www.wellcomp.com) [https://www-sf.talispoint.com/careworks/wellcompmpn/]

Immediately complete forms [5020](#) and [DWC1](#)

>**WITHIN 24 HOURS OF THE EMPLOYEE INJURY**, THE CLAIM MUST BE REPORTED to Sedgwick Claims [formerly York].

>THE THREE (3) WAYS TO REPORT A CLAIM:

1. Dedicated Email Address;
"9058ArchdioceseofLosAngeles@sedgwickcms.com"
2. Facsimile: 1-866-842-1709
3. Telephone: 1-855-578-1451

>IF YOU NEED ASSISTANCE CONTACT;

Margie Rodriguez / Benefits Administrator
Insurance Department
Archdiocese of Los Angeles
213-637-7430 Fax: 213-637-6168
Mrodriguez@la-archdiocese.org

Pamela J. Hart | Team Lead, Sedgwick
Los Angeles, CA
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EMPLOYEE RESPONSIBILITIES

- > Immediately report any work-related injury to your Supervisor.
- > If you require emergency medical treatment, obtain care first and then notify your supervisor as soon as possible.
- > Employees can visit the WellComp website at www.WellComp.com to select a doctor.
- > Keep your employer informed and provide doctor slips

EMPLOYER RESPONSIBILITIES:

- > Give the employee the appropriate paperwork
- > The Archdiocese subscribes to a Medical Provider Network. To locate a doctor, visit the WellComp website at: www.WellComp.com.
- > Complete the 5020 [State of California Employers Report of Occupational Injury or Illness.]
- > Complete the DWC-1 form [Workers' compensation Claim Form & Notice of Potential Eligibility]
- > Submit the claim to Sedgwick within 24 hours of the employee's injury by email, fax or telephone. [Subsequent information is sent to the claim's examiner directly via email or mail].
- > Once the claim is set up and assigned to an adjuster, send the adjuster the last 12 months of payroll information for the employee.
- > Cooperate with the claims examiners requests so they can timely adjust the workers compensation claim.
- > When an employee is to be released to return to work, Sedgwick will send you a "Return to Work" form, which needs to be filled out and returned to your claim's adjuster asap. [Sample attached]
- > We encourage you stay in touch with your claim's examiner for updates and/or assistance.

>NOTE: If you receive a subpoena for records, contact the Legal Department immediately for assistance.

