



Catholic Charities  
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

## Workers' Compensation

### Provider:

The Hartford

Catholic Charities provides a comprehensive workers' compensation insurance program through The Diocese of Raleigh at no cost to employees. This program covers disability incurred through accident or occupational disease—arising out of, and in the course of, employment—that requires medical, surgical, or hospital treatment. **In order to be eligible for workers' compensation benefits, the injured person must be a paid employee Catholic Charities of the Diocese of Raleigh.**

As of July 1, 2017, coverage for the Diocese of Raleigh workers' compensation insurance is being administered by The Hartford. Eligibility for workers' compensation benefits is determined solely by their representatives.

To report a work related injury or illness, please follow the procedure below:

- All work-related injuries or illnesses should be reported immediately to the employee's supervisor and a [Workers' Compensation First Notice of Loss Form](#) (Word) must be completed upon report of the injury or illness. The form can be filled out using Microsoft Word. ***Please note: The NC Form 19 is not required to file a workers' compensation claim with The Hartford.***
- Fax the completed Workers' Compensation First Notice of Loss Form to Rachelle Landis, at **919-821-9712** or email scan to [Rachelle.Landis@raldioc.org](mailto:Rachelle.Landis@raldioc.org) within three days after knowledge of the injury or accident.
- Please send the original copy of the First Notice of Loss Form to Rachelle Landis
- All subsequent bills relating to the claim must be sent to the Administrative Office following the same procedure as above.