



Catholic Charities  
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

## Workers' Compensation

**Provider:**

Church Mutual Insurance Co.

P.O. Box 342

Merrill, WI 54452-0342

Phone: 1-800-554-2642 Fax: (715) 539-4651

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 of Catholic Charities of the Diocese of Raleigh.**

**To file a Workers' Compensation Claim or report a work related injury, please follow the procedure below:**

- All work related injuries must be filed within 5 days after knowledge of the injury or accident.
- The location must complete a NC Industrial Commission Form No. 19. [Download the form here](#) (PDF). Please be sure to give details of how the injury occurred and what the employee was doing at the time of the injury. NOTE: It is not necessary to complete Form No. 18 as stated in the making a claim section.
- The completed Form No. 19 must be sent directly to the Catholic Charities Administrative Office, c/o Rachelle Landis, Fax 919-821-9712, or email scan to [Rachelle.Landis@raldioc.org](mailto:Rachelle.Landis@raldioc.org).
- Please keep a copy at your location and send the original to Rachelle Landis.
- All subsequent bills relating to the claim must be sent to the Administrative Office following the same procedure as above.