

Diocese of Charlotte



WHEN AN ACCIDENT HAPPENS AT WORK

1. Immediately notify your supervisor. You and your supervisor will complete the First Report of Injury (NCIC Form 19).

All incidents must be reported immediately, or if extreme circumstances prohibit an immediate report, within 24 hours of the incident

2. For emergency situations, go to the nearest hospital for treatment.
3. For non-emergency situations, go to the medical services provider in your area as directed by your supervisor.
4. Submit your authorization to return to work to your supervisor.
5. Copies of all paperwork and invoices related to your treatment should be mailed to the Claims Adjustor at the address shown below.
6. If you have questions about your claim, or if you need to be referred to a specialist for further treatment, please contact:

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