



Diocese of
OWENSBORO

WORKERS COMPENSATION

Workers Compensation coverage is provided in compliance with the requirements of the Kentucky Workers Compensation Commission through our coverage with Catholic Mutual. As Catholic Mutual does not underwrite workers compensation directly, the actual insurer may vary year-to-year.

The policy is written and billed on a fiscal year basis to parishes, schools and agencies based on the payroll of each entity. At June 1st of each year an estimate of each location's total payroll cost is made and a bill is issued. After the end of that year, each location submits a report of their actual payroll for that year to the Diocese using the [Workers' Comp Payroll Audit Form](#). An adjustment to the workers compensation bill is issued based on the actual payroll. This is referred to as a workers compensation and premiums audit. All bills are to be paid to Diocese of Owensboro immediately upon receipt.

WORKERS COMPENSATION REPORTING REQUIREMENTS

Any time that an employee is injured on the job, the parish, school or agency must file a [First Report of Injury or Illness](#) form with Vericlaim. This form is also posted on the Diocesan Human Resources website.

Please note the following when completing the form:

It is mandatory that the form be received by Vericlaim within 7 days of the injury. Failure to meet this deadline may result in being fined by the Commonwealth of Kentucky.

Every question must be answered. Contact Vericlaim if you are unsure of how to complete the form.

If available, the employee should sign the form at the bottom of the second page. If the employee is not available, submit the form to Vericlaim without the employee's signature.

It is very important that the form be completed in its entirety and submitted to Vericlaim within the 7 day timeframe.

All questions or inquiries should be directed to the Workers Compensation Claims Department at Vericlaim.

Employee Notice posting

Catholic Mutual will provide the required Employee Notice posting to all locations on an annual basis. This notice must be posted in a conspicuous place so that all employees are properly notified of the coverage in place.