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### Insurance Claims Kit

Forms are included in this kit as a guide for the information that is needed to file claims online. We prefer that workers compensation claims, liability claims and property claims be filed online. The Diocese of Davenport and Molyneaux Insurance have immediate access to those claims when you file them electronically.

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**Diocese of Davenport Contact:** Maxine McEnany, Risk Management Coordinator

563-888-4384, [mcenany@davenportdiocese.org](mailto:mcenany@davenportdiocese.org)

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**If unavailable contact:** Tom Tallman, Chief Financial Officer, 563-888-4365, [tallman@davenportdiocese.org](mailto:tallman@davenportdiocese.org)

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Section	Company	Instructions
<b>Section 1: Workers Compensation</b>	RAS (Risk Administration Services)	Policy Number WC02000390242018A  First Report of Injury reported within 24 hours of incident online, <a href="http://www.rascompanies.com">www.rascompanies.com</a> . If there is required hospitalization, loss of limb/eyesight, or death call Maxine McEnany immediately so OSHA is notified. If she is not immediately available call Mark Shaffer.
<b>Section 2: Loss Control/Risk Management Services (Work place safety and risk management)</b>	Parishes: Molyneaux Mark Shaffer	Schools: Catholic Mutual Ryan Dallan  Parishes Loss Control Rep: 563-823-7059, <a href="mailto:Mshaffer@sprdirect.com">Mshaffer@sprdirect.com</a> Schools Loss Control Rep: 800-228-6108, ext. 2383, <a href="mailto:rdallan@catholicmutual.org">rdallan@catholicmutual.org</a>
<b>Section 3: Liability Loss</b>	Catholic Mutual	Certificate Number 9165  Report incidents on line immediately, <a href="http://www.catholicmutual.org">www.catholicmutual.org</a>
<b>Section 4: Property Loss</b>	Catholic Mutual	Certificate Number 9165  Report incidents on line immediately, <a href="http://www.catholicmutual.org">www.catholicmutual.org</a>
<b>Section 5: Auto Loss Auto Glass claim</b>	GuideOne	Policy Number 1711774  Auto Loss: Report by phone, 888-748-4326 Glass Claim: Report by phone, 800-728-6494
<b>Section 6: Requirements for Driving for the Diocese, School or Parish Certificate of Liability for Leased Vehicles</b>		Contact Maxine McEnany. Required forms included in kit
<b>Section 7: Parish/School Facility Use and Rental</b>	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 <a href="mailto:kwestlake@catholicmutual.org">kwestlake@catholicmutual.org</a>
<b>Section 8: Boiler Inspections</b>	Travelers BoilerRE thru Catholic Mutual	For boiler and pressure vessel inspections: 800-425-4119, <a href="mailto:Boilinsp@Travelers.com">Boilinsp@Travelers.com</a>
<b>Section 9: Employment Practices</b>	Catholic Mutual	Contact Maxine McEnany. Before an employee is terminated a professional review is needed in order for insurance coverage to apply.
<b>Section 10: Request for Certificate of Insurance</b>	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 <a href="mailto:kwestlake@catholicmutual.org">kwestlake@catholicmutual.org</a> Required form included in kit
<b>Section 11: Contract Review</b>	Molyneaux Insurance	Contact Dan Molyneaux: 563-823-7069, <a href="mailto:Dan@Molyneaux.com">Dan@Molyneaux.com</a>

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<b>Section 12:</b> <b>Liquor Liability</b>	Molyneux Insurance	Contact Stacey Rensberger: 563-823-7083 or 800-713-6930, <a href="mailto:stacey@Molyneaux.com">stacey@Molyneaux.com</a>
<b>Section 13:</b> <b>Certificate of Liability for Knights of Columbus Events</b>	Catholic Mutual	Contact Kris Westlake: 800-228-6108, ext. 2327 <a href="mailto:kwestlake@catholicmutual.org">kwestlake@catholicmutual.org</a>

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