

## **CATHOLIC MUTUAL GROUP CLAIM REPORTING PROCEDURES**

Many times a day, incidents take place across the country. A fire erupts, an auto accident occurs, a guest on your property trips and falls, an employee is injured, or a natural disaster strikes. Would you know what steps to take in order to minimize injury or damage?

In all these instances, a telephone call to Catholic Mutual Group should be made as soon as possible. All incidents, no matter how small, should be reported. If in doubt, report the loss. Prompt reporting allows for better claim handling, which will help keep all parties satisfied. Delayed or late reporting tends to cause people to feel ignored, hampers investigations, and makes for very difficult claim handling.

Catholic Mutual has a toll-free number for reporting claims.

**Please contact:**

**Diocesan Claims/Risk Manager  
Catholic Mutual Group  
P.O. Box 44983  
Madison, WI 53744-4983  
(866) 833-3090 Phone  
(608) 833-3794 Fax**