



To report an on-the-job injury, liability, or property claim call:

1-844-220-5076

Gallagher Bassett is ready to take your call

24 hours a day
7 days a week
365 days a year

Evenings, weekends and holidays included

+ Emergency Care

If an employee is injured on the job and EMERGENCY CARE is required, call 9-1-1 or instruct the employee to go to the nearest emergency care facility. Notify the medical caregiver that Gallagher Bassett will handle the claim. They may call **844-220-5076** to be directed to the appropriate Gallagher Bassett office.

Medical Treatment

Bills

If your employee receives any medical bills related to the worker's compensation injury, forward the bills to Gallagher Bassett; PO Box 23812; Tucson, AZ 85734

Direction of care

The employer has the right to direct care in the State of Florida. Do not direct the injured worker to his personal physician for care under any circumstances.

Changing providers

Injured workers are entitled to a one-time change in medical providers. The request must be made in writing to the Gallagher Bassett Resolution Manager assigned to the claim. Direct the injured worker to call Gallagher Bassett for details.

To locate a network physician,

call your local Gallagher Bassett office at:

954-378-8200

and ask to speak to the Archdiocese of Miami Resolution Manager assigned to your claim.

Legal Documents

Archdiocese employees should not attempt to respond to legal documents under any circumstances.

Legal documents that are sent are time sensitive.

It is urgent that they are sent to the Resolution Manager as soon as they are received.

Some documents you may receive:

- Petition for Benefits
- Request to Produce
- Notification of Mediation or Final Hearing
- Interrogatories
- Suit papers of any kind

Do's and Don'ts for Employers:

- Do call Gallagher Bassett if you do not know how to answer a question posed to you by an injured employee
- Do send any medical bills or statement to Gallagher Bassett PO Box 23812 Tucson AZ 85734 immediately upon receipt
- Do not try to explain what will be accepted or denied under Workers' Compensation or Liability claim.
- Do not promise that the employer will pay 100% of the injured worker's salary while he is off of work.
- Do not discuss settlement of any claim with an employee or interested party.
- Do not refer the injured worker to his own physician for treatment.