



To report an on-the-job injury, call:

**1-877-376-2561**

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 877-376-2561 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 adjuster assigned to the claim. Direct the injured worker to call Gallagher Bassett for details

To locate a network physician, please visit

<http://www.talispoint.com/firsthealth/?AE=6092&CAID=GBMCS>

or call your local Gallagher Bassett office at:

**954-378-8200**

and ask to speak to the Archdiocese of Miami team

### 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 adjuster as soon as they are received.

Some documents you may receive:

- Petition for Benefits
- Request to Produce
- Notification of Mediation or Final Hearing

### 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.
- 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.
- Do not refer the injured worker to his own physician for treatment.