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| **Insurance Services** |
| **General Insurance Service Questions:** | **Certificate of Insurance (COI) Request:** |
| Topics Include: |  | ADOM COI Center |
| * Insurance Placement
 | * Coverage Questions
 | E adomcertificaterequest@aon.com |
| * Special Events
 | * Certificates of Insurance
 | F 847.953.1637 |
| * New Services/Operations/Exposures
 | Complete the COI request form\* and email or fax it to the ADOM COI Center.*\*Note: The COI request form can be found on the ADOM E – library (www.theadom.info)* |
|  |
| Alfred Gronovius | Lisette de Diego |
| Senior Vice President | Vice President | **Auto ID Cards / Motor Vehicle Registration & Driver Reports:** |
| P 305.961.6036 | P 305.961.6005 | Yanel Koenitzer |
| C 917.488.1244 | C 305.794.7426 | P 305.762.1294 |
| E alfred.gronovius@aon.com | E lisette.dediego@aon.com | E ykoenitzer@theadom.org |
|  |  |  |
| Adriana Gonzalez |  | **New Construction Project Approval:** |
| Account Executive |  | David Prada |
| P 305.961.6029 |  | Sr. Director Building & Properties Office |
| C 386.341.7601 |  | P 305.762.1033 |
| E adriana.gonzalez1@aon.com |  | C 305.951.4058 |
|  |  | E dprada@theadom.org |
|  |  |  |
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| **Safety & Loss Prevention Services** |
| **General Safety & Loss Prevention Questions:** | **Church, School & Parish Questions:** |
| Topics Include: |  | Topics Include: |  |
| * Hurricane preparedness
 | * Special events planning
 | * Risk Assessment
 | * Exposure Controls
 |
| * Managing volunteers
 | * Basic fleet exposures
 | * OSHA Compliance
 | * Special Event Planning
 |
| * Safety Guidelines
 | * Traffic Safety K-12 Schools
 | * Special Hazard Issues
 |  |
| * Considerations for contractors
 |  |  |  |
|  |  | Bob Prior | Justin Porter |
| Deborah Weigand |  | Primary Consultant | Secondary Consultant |
| Executive Sponsor |  | C 813.716.0755 | P 215.255.1766 |
| P 248.936.5217 |  | E bob.prior@aon.com | C 484.354.8036 |
| C 312.218.1372 |  |  | E justin.porter@aon.com |
| E deborah.weigand@aon.com |  |  |  |
| **Catholic Health Services:** | **Site Surveys, Assessments & Training:** |
| Topics Include: |  | Services Provided for: |
| * Quarterly Metrics Reports
 | * Exposure Controls
 | * University & Seminary (Annual Site Surveys)
 |
| * Safe Patient Movement
 | * Needle Sticks
 | * High Schools (Annual Site Surveys)
 |
| * Employee Perception Surveys
 | * Healthcare Related Risk Assessments
 | * K – 8 Schools with Churches (Every 2 Years Site Surveys)
 |
| * Other Healthcare Related Issues
 |  | * Churches without Schools (Every 3 Years Site Surveys)
 |
|  |  | * Other Ministries, Charities & Housing (Every 3 Years Site Surveys)
 |
| Vicki Missar | Justin Porter |  |
| Primary Consultant | Secondary Consultant | Erick Cauldwell | Matthew Norton |
| C 469.867.6196 | P 215.255.1766 | P 920.431.6332 | P 203.388.3587 |
| E vicki.missar@aon.com | C 484.354.8036 | C 920.241.0194 | C 860.418.7645 |
|  | E justin.porter@aon.com | E erick.cauldwell@aon.com | E matthew.norton.jr@aon.com |
| **Claim Consulting****(Liability Coverages):** | **Claim Consulting****(Property Coverages):** | **Building Appraisal Services:** |
| Questions Concerning: | Questions Concerning: | Appraisals for: |
| * Claim Reporting
 | * Claim Reporting
 | * All Buildings and Structures
 |
| * Issues with Gallagher Bassett
 | * Claim Management Process
 |  |
| * Claim Management Process
 |  |  |
|  |  |  |
| Andrea Vega | David Luna | Wilson Everett |
| P 305.961.6210 | P 212.479.4134 | P 770.593.1960 |
| C 954.830.7160 | C 201.668.1164  | C 404.862.9153 |
| E andrea.vega@aon.com | E jose.luna@aon.com | E wilson.everett@aon.com |

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| **How to Report a Claim** |
| Line of Coverage: | Reporting Instructions: |
|  |  | **Client# 060050** |  |
| General Liability | Report Claims to Gallagher Bassett: 1.844.220.5076 |
| Auto Liability  | Please mail all medical bills and accompanying medical reports to: |
| Workers Compensation | Gallagher Bassett Services, Inc. |
| Directors and Officers | P.O. Box 23812 |
| Miscellaneous Professional Liability  | Tucson, AZ 85734 |
| Property | *All other correspondence is to be sent directly to the assigned adjuster* |
| Healthcare Professional Liability | **Please read this section completely prior to submitting your claim.**  |
|  |  |
|  | Report Claims to Gallagher Bassett: 1-844-220-5076 Client #060050 |
|  | Please mail all medical bills and accompanying medical reports to: |
|  | Gallagher Bassett Services, Inc. |
|  | P.O. Box 23812 |
|  | Tucson, AZ 85734 |
|  |  |
|  | However, if you are reporting a claim on behalf of one of the following Entities, you must report it to **Both Gallagher Bassest & Beazley Healthcare Claims**. |
|  |  | * **Catholic Hospice, Inc.**
 |  |
|  |  | * **Catholic Palliative Care Services, Inc.**
 |  |
|  |  | * **Villa Maria Health Care Services, Inc. d/b/a Catholic Home Health Services of Miami-Dade County d/b/a Catholic Home Services of Broward, Inc.**
 |  |
|  |  | * **Catholic Health Services, Inc. d/b/a Catholic Health Services Medical Group**
 |  |
|  |  | * **Catholic Charities of the Archdiocese of Miami Inc./b/a St Luke’s Recovery Center**

**d/b/a St Luke’s behavioral Health Services**  |  |
|  |  | * **St Thomas University Inc.**
 |  |
|  |  | * **All named employed physicians**
 |  |
|  |  |
|  | **Beazley Healthcare Claims** |
|  | To report a claim: 646.943.5900 |
|  | Please email all correspondence to: |
|  | healthcareclaims@beazley.com |
| Student Accident  | **Zurich Accident Claims form provided on page: 1 & 2 of Packet** |
| (Grades K-12) | *Report and bills must be mailed within 30 days after the first treatment to:* |
|  | *Administrative Concepts, Inc. 994 Old Eagle School Road Suite 1005 Wayne, PA 19087-1802* |
| Student Accident  | **Claims form provided on page: 1 & 2 of Packet** |
| (St. Thomas University) | *1. Complete this form within 90 days.* |
| * Intercollegiate Sports
 | *2. Attach Itemized Bills and Primary Carrier Statements* |
| * Mandatory Student Accident
 | 3. Mail to: BMI Benefits, LLC. PO Box 511, Matawan, NJ 07747 or Email: joanc@bobmccloskey.com (P) 800.445.3126 (F) 732.583.9610 |
| Crime and Fiduciary Liability | Please contact: Kremena Vassileva at Aon Risk Solutions  P: 404.264.3179  |  M: 478.491.1099  kremena.vassileva@aon.com |
| Kidnap & Ransom | In the event of a crisis or emergency, immediately call the 24-Hour Crisis Center toll-free from U.S./Canada at: 1.866.926.8457 or call collect: 1.817.826.7000 |
| Foreign Package Liability | Travel Guard can be reached collect at +01.817.826.7008 or within the U.S. or Canada, call 800.401.2678. (**Policy Number: WS11002574**)Call Travel Guard, when you are traveling outside the USA and Canada on a trip sponsored by the insured organization and you need help finding or arranging services such as:  |
|  | * Personal and Pre-Trip Services
 | * Other General Assistance
 |
|  | * Insurance Coordination
 | * Legal Assistance
 |
|  | * Lost Baggage
 | * Evacuation and Repatriation
 |
|  | * Emergency
 | * Emergency Message Center
 |
|  | * Medical Assistance and Travel Medical Emergency Services
 |
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|  | You can report a Loss by one of the following methods: |
|  | * E-mail: WorldRiskClaimsReporting@aig.com
 |
|  | * Fax: 212.881.9002
 |
|  | * Complete a claim form on-line : www.aig.com/wsclaimsreporting
 |