



Insurance Office Quick Reference Guide

Insurance Office:

Valerie Burns
(727) 374-0222 (office)
(727)374-0214 (fax)
(727)-743-0309 (cell)
vcb@dosp.org

Emergency Water/Property repairs:

Belfor USA
(800) 856-3333

Use the Incident Track System (LossfreeRx.com) to file all claims for:

- *Employee Injuries – Worker’s Compensation (enter as an insurance claim)*
- *Property, General Liability, and Vehicle Claims (enter as an insurance claim)*
- *Volunteer Accidents – Enter as an incident, clearly state in accident description Volunteer Accident*

Step by step instructions are available on the Insurance page of the dosp.org website. (password parkes2017)

Student Accidents: E-mail or fax form directly to AIG copy the Insurance Office. (Student injuries requiring medical attention)

Principal or Asst Principal should sign as policy holder complete parent contact information then email/fax directly to AIG. Please copy the DOSP Ins. Office.

Only in the case of an emergency where internet access is not available: Any claim called in must be entered into the Incident Track System at the earliest convenience.

Employee injuries: Call Commercial Risk Management (800) 786-6070 immediately.

Auto Accidents: Call Catholic Mutual Group Auto line at 855-807-3262

General accidents: Call Catholic Mutual Group (800) 228-6108 immediately.
(Injuries to non-employees)

Property claims: Call Catholic Mutual Group (800) 228-6108 immediately.
(Buildings and contents)

Volunteer Accidents: Use a General Accident Report form send to the Insurance Office. **Note it is a Volunteer.**
E-mail: vcb@dosp.org or fax 727-374-0214.
(Volunteer’s injuries requiring medical attention)

- **Requesting a Certificate of Coverage (for proof of insurance)** Email or fax form & contract/agreement to Insurance Office.
- **Special Events Coverage (non-parish groups using facilities)** Email or fax form to Insurance Office.
- **Terminating employees** : Contact Human Resources Director and/or Diocesan Legal Counsel before doing so. Insurance coverage will not be provided if this step is ignored.
- **Liquor Liability Summary: No BYOB’s under any circumstances.** If alcohol is sold by anyone on campus, you must purchase or obtain proof of contractor’s liquor liability coverage and liquor license. Hosting of events (providing drinks for free*) by parish/school may occur if Diocesan employees are serving/hosting and they understand their stewardship responsibilities, *Liquor cannot be linked to any donation or charges at the event.
- Property and Liability claim deductible is \$2,500 (Parish/school will pay first \$2,500 of any claim except auto). Property damage in named storm deductibles is 3% of the building value
- Auto coverage deductible is \$500 on cars and \$1,000 on large vehicles.

If you have a true emergency during non-business hours, please contact Valerie Burns as listed above. All other non-emergency needs will be addressed as soon as possible during normal business hours.

Please refer to the Insurance Office webpage for all forms and resources: <http://dosp.org/insurance/>

(Do not print forms before needed since you should always use the current form)

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