



CHURCH MUTUAL – CAMP WORKERS COMPENSATION CLAIM REPORTING PROCEDURES

There are multiple ways to report a claim for Church Mutual. Please select the option that is most convenient:

1) TELEPHONE:

- To report a claim other than an injury to an employee or to check the status of a claim by phone, call **(800) 554-2642 (select Option 2)**.
- Non-emergency claims may be reported during regular business hours, which are 7:00 a.m. until 5:45 p.m. CST, Monday through Friday.
- Emergency claims may be reported at any time. Church Mutual claim staff remains on call round-the-clock and may be reached through Church Mutual's emergency answering service.

2) FAX:

- Claims reporting forms can be found here: <https://www.churchmutual.com/73/Download-Forms-for-Printing> . Please fax these forms to Church Mutual's Claims Department at **(715) 539-4651**.

3) E-MAIL:

- Notifying Church Mutual of a claim can be easily done via email. Initial email claims reports should be sent to claims@churchmutual.com
- When notifying Church Mutual of a claim via email, please provide the following:
 - A description of the damage or injury, including how and when it occurred.
 - The name, address and phone number of the injured person(s).
 - Your name, policy and account numbers and the name and address of the Named Insured on your policy.
 - Please also include your phone number and the best time to be reached so that Church Mutual can respond to you in a timely fashion.
- A claims representative will follow up by telephone or email.

4) ONLINE:

- Filing a claim online can be easily done by going to <https://www.churchmutual.com/74/File-a-Claim-Online> and proceeding to fill out the correct information.