



CATHOLIC MUTUAL GROUPSM

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MEMORANDUM

STUDENT ACCIDENT CARRIER

Attached are new forms to be used when filing a Student, Catechetical or Youth Ministry accident.

The administrator for the handling of any Student Accident claims is K & K Insurance Services. The instructions are provided on the cover sheet from K&K. The fax number is on the form as well as a phone number to call for any questions or claim status.

THE PROCEDURE:

- 1) The School/Parish is to complete the incident report, sign and date the form.
- 2) The parent of the injured minor is to complete the Accident Medical/Insurance Claim form.
- 3) BOTH forms must be forwarded to K&K. Therefore, it might be best for the School or Parish to provide the completed incident form to the parent to include with the Accident form along with their medical documentation. The parent is to submit the claim to K&K.

Attached is a brochure provided by K&K which introduces the company and program.

***IF there are any serious injuries or concerns regarding any incident that is reported to K&K, please email copy of incident report to sbserviceoffice@catholicmutual.org.