



Gallagher Bassett Services, Inc.

January 2016

All Parishes/Agencies/Schools  
Archdiocese of Indianapolis  
Indianapolis, IN 46220

RE: Gallagher Bassett, Inc.

Happy and Blessed New Year to you! Gallagher Bassett continues to be a leader in the industry and we continue our efforts to work with and give you the best claims service possible. Not only is Gallagher Bassett one of the largest Claim Administrators in the world, but we have received the distinguished Buyer's Choice Award for several years, a distinction we are very proud of, as this award is voted on by those in the industry that know and use our Services.

Your Insurance Program for the Archdiocese is administered through the Finance Office under the leadership of Michael J. Witka, Director of Risk Management. He can be reached at 317-236-1558 or (cell) 317-997-3561. His email address is [MWitka@archindy.org](mailto:MWitka@archindy.org)

Our Indiana office has had the privilege of handling your claims for many years and is very pleased to advise that we have once again been selected to provide claims and other services for you. As many of you are aware, we are pleased to have David Christensen handle the Archdiocese General Liability, Auto and Property claims. The Workers Compensation claims continue to be handled by Jerry Pachciarz and Stacey Whittington, with Supervision from Jennifer Bauer. Please feel free to direct your insurance questions to myself or any of the fine individuals mentioned. Questions may be related to Work Comp, auto accidents, damage to property, boiler inspections, Student Accident Program, or anything else that might arise.

For Property, Liability and Auto claims, please report these to Jerry Pachciarz, who can be contacted by email or phone. Workers Compensation claims should be reported immediately using State Form 34401. To locate the form, please log onto the Archdiocese website, go to Agencies & Offices and scroll to Finance. Look for Insurance Forms and find the correct form. Do not be concerned if you do not have all the information requested; it is more important to get the WC injury reported to avoid penalties for late reporting. You can email it to Stacey in our office. The website also has an 'Incident' form, which is used to notify us of events which may eventually cause a claim to be made against the Archdiocese. Our contact information is on Page 2 of this letter for easy reference.

The Certificate of Insurance Request Form can also be found on the Archdiocese website, also under the Insurance Forms. There are instructions on where to send the form once it is completed.

The Student Accident Claim Form is on the website as well, with instructions. As a reminder, the Student Accident Program is a program designed to help parents whose child has had an accident at a school function, and has limited insurance or no insurance at all. The responsibility for filing the claim with the insurance company rests with the parents. If you see the need to download the form, print it and give it to a parent, you can do this, however please be sure to stress to the parent that the responsibility for filing the claim with the insurance company rests with the parent. Please stress the importance of the parent filing the claim with the insurance carrier (not Gallagher Bassett) within 90 days of the accident.

We are in the winter months and have already seen frigid temperatures, wind and snowfall. Prevention is the key to avoid injuries and damage. It is imperative to keep walkways clear of snow and ice. Buildings and water pipes need to be kept warm and inspected regularly to avoid frozen/burst pipes and resulting water damage. Roofs need to be kept clear of snow. When the spring thaws arrive, we need to take the necessary steps to avoid clogged gutters, ice dams, etc. that carry the risk of major property damage (or worse yet, injury) if not maintained, inspected and handled.

We look forward to working with the Archdiocese and helping in whatever way we can with any questions or assistance you may need, and we look forward to continued success on this Program for many years to come. For your convenience, I include our names, emails and phone numbers at the bottom of this letter.

Sincerely Yours,

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