

EXHIBIT J-p CorVel Claim Service

How To Report A Work-Related Injury Through CorVel Claim Service

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| <ol style="list-style-type: none"> 1) Get the facts regarding the injury 2) Obtain employee personnel file, whenever possible 3) Gather information listed below to expedite your call 4) Call 24 hours a day, 365 days a year at 1-800-906-4461 5) Report ASAP. A delay could result in a TIC fine. |
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What information to gather before placing your call:

During your CorVel Claim Service call, you will be asked questions similar to those on the first report of injury, such as those listed below. The more information you have at hand, the less time the call will take and the less need for follow-up. Phone reports generally last approximately 10 minutes.

NAICS

Code: 813110

Employer

- Parish/School Name _____
- Location Code (4 digit Diocese of Beaumont location #) _____
- Tax ID Number 74-1551958 _____
- Telephone Number _____
- Person Completing Form _____

Injured Worker

- Name/address/county of injured _____
- Social Security number _____
- Date of birth/sex/marital status _____
- Number of dependents _____
- Date of hire/years in current position _____
- Wage information/Supervisor _____
- Home Phone Number of Worker _____

Injury

- When/where/how injury occurred _____
- Type of injury (cut, burn, etc) _____
- Exact part of body injured _____
- Names of witnesses _____
- Name & address of physician or hospital _____
- Anticipated return to work date _____

How CorVel Claim Service Will Speed the Process

Gathers all necessary information over the phone—eliminating the need for you to complete and submit any claim forms

Generates any required First Report of Injury notice according to state guidelines -

Forwards First Report of Injury to the state, your corporation, and the appropriate claim office

SIGNATURE PASTOR/PRINCIPAL

DATE

1. Call CorVel 2. Fax to Department of Financial Services 3. Retain copy for files