

How to Report a Loss - **NEW**:

Report all losses as they occur to Gallagher Bassett Services, Inc.

The new loss reporting process, outlined below, directs the filer to a dedicated 24/7 phone number & email address to expedite claims being set up, as opposed to new claims being sent directly to upper management as was done in the past. This allows for a streamlined process of setting new claims up in the system & having an adjuster assigned.

Please report all claims to:

Gallagher Bassett Services, Inc.

Phone: (833) 410-3738

Email: RaleighClaims@MVSC.com

To submit a new claim to Gallagher Bassett Services, Inc.:

- Fill out the corresponding coversheet (General Liability Claims: Pages 10-13; Property Claims: Pages 14-15) with the information that you have. The * fields are those that are most necessary for claim set up.
- Please refer to the location code directory on pages 16 & 17.
- Save the coversheet and attach it to an email. Please also attach any additional documents – photos, etc.
- Send the email to RaleighClaims@MVSC.com
- The individual who submits the loss, as well as Peter Ciulla, will receive a first notice of loss. If any additional individual requires a copy of the loss, the submitted will need to put their information under “Additional Contact Information.”

Property Losses

Report date and time of loss; nature of property damage; location of property; your estimate of loss. Take immediate action to prevent further damage to property.

All losses involving burglary, robbery, theft, or vandalism must be reported to the local Police Department.

Note: Losses **cannot** be accumulated over a period of time and presented as a single loss.

Liability Claims

Report the date and time of accident; property and/or persons involved; location and nature of accident; names of witnesses; estimate of damage or injury; your opinion as to the propriety of the possible claim.

Diocese of Raleigh – Claim Reporting

Effective Oct. 2024



Incident Occurs



Email
RaleighClaims@MVSC.com
*with corresponding coversheet

or



Telephonic
833-410-3738

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General Liability Email Form

To report a claim, please email: RaleighClaims@MVSC.com or call (833) 410-3738

Note: Any question with an asterisk () is required information.*

Client Information			
*GB Client Number	002543	*Name	Diocese of Raleigh, NC

Reporting Location (Employer, Branch, Unit)					
*Location Code				Phone Number	
*Name					
Address					
City		State		Zip Code	

Submitter Information			
First and Last Name			Phone Number
Title		Email Address	

Contact Information			
*First and Last Name			Phone Number
*Email Address			

Incident					
*Date		Time		*Insured Notified Date	
*Detailed Description of Incident					
Location					
Is the location of the incident on the client/employer premises?					
Is Location of Incident the same as the reporting location?					
<i>If location of Incident is different than the reporting location, complete the Location information below.</i>					
Location Name					
Street Address					
City		*State		Zip	

Authorities Involved				
	Authority Type	Contact Name	Work Phone	Report Number
1				
2				

Witnesses				
	First Name	Last Name	Home Phone	Work Phone

General Liability Email Form

1				
2				

Involved Parties Summary

Step 1: List each involved Party separately in the table below.

Step 2: For each Involved Party, complete a separate Involved Party Information correlating the # number from this table to the Involved Party Information Table.

#	First Name	Middle Initial	Last Name	Relationship to Client	Was Party Injured?	Did Party have a Property loss?
1						
2						

Involved Party Information for Involved Party #1

First Name				Middle Initial			
Last Name				Gender			
Email Address							
Date of Birth			Marital Status			Date of Death	
Street Address							
City			State		ZIP		
Home Phone			Work Phone				
Work Details							
Employer Name			Employer Phone				
Occupation			Involvement Type				
Injury Details							
Type of Injury							
Part and Side of Body Injured							
Detailed Description of Injury							
Medical Treatment							
Has the claimant already sought medical treatment?							
Hospital/ Clinic	Location Name						
	Street Address						
	City		* State		Zip		
Physician/ Doctor/ Practitioner	Location Name						
	Street Address						
	City		* State		Zip		
Detailed Description of Party's Property involved in this loss							
Detailed Description of the damage to the Party's Property involved in this loss							
Estimated Value of Damage							
Insurance Company							

Policy Number					
When/Where Property Can Be Seen for Damage Assessment					
When can be seen					
Location Name					
Location Owner First and Last Name					
Street Address					
City		* State		Zip	

Involved Party Information for Involved Party #2					
First Name				Middle Initial	
Last Name				Gender	
Email Address					
Date of Birth		Marital Status		Date of Death	
Street Address					
City		State		ZIP	
Home Phone		Work Phone			
Work Details					
Employer Name			Employer Phone		
Occupation			Involvement Type		
Injury Details					
Type of Injury					
Part and Side of Body Injured					
Detailed Description of Injury					
Medical Treatment					
Has the claimant already sought medical treatment?					
Hospital/ Clinic	Location Name				
	Street Address				
	City		* State		Zip
Physician/ Doctor/ Practitioner	Location Name				
	Street Address				
	City		* State		Zip
Detailed Description of Party's Property involved in this loss					
Detailed Description of the damage to the Party's Property involved in this loss					
Estimated Value of Damage					
Insurance Company					
Policy Number					
When/Where Property Can Be Seen for Damage Assessment					

General Liability Email Form

When can be seen					
Location Name					
Location Owner First and Last Name					
Street Address					
City		* State		Zip	

Notes/Additional Comments (i.e., if this is for report only)	
Additional Remarks	
Additional Contact Information	
<i>Please list additional individuals who should receive a copy of this report of this loss.</i>	
First and Last Name	Email Address

To report a claim, please email: RaleighClaims@MVSC.com or call (833) 410-3738

Note: Any question with an asterisk () is required information.*

Client Information

*GB Client Number	002543	*Location Code	
*Name	Diocese of Raleigh, NC		

Insured (Property Owner)

*Name					
Address					
City		State		Zip Code	
Home Phone		Work Phone			

Submitter Information

First and Last Name		Phone Number	
Title		Email Address	

Contact Information

*First and Last Name		Phone Number	
*Email Address			

Loss Information

*Date		Time		*Insured Notified Date	
Loss Location Name					
Street Address					
City		*State		Zip	
Type of Loss					
*Detailed Description of Property					
*Detailed Description of Damage to Property					
If the damage was caused by an individual, provide any details available about the individual.					
If Business Interruption occurred as a result of this incident, provide the date and time information.	Date Started		Time Started		
	Date Ended		Time Ended		

Authorities Involved

	Authority Type	Contact Name	Work Phone	Report Number
1				

Property Email Form

2				
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Witnesses

	First Name	Last Name	Home Phone	Work Phone
1				
2				

Notes/Additional Comments (i.e., if this is for report only)

Additional Remarks

Additional Contact Information

Please list additional individuals who should receive a copy of this report of this loss.

First and Last Name	Email Address

Location Codes

Unit Id	Epic Code	Name	Address	City	State
001	STCH000001	ST CHARLES BORROMEO	122 NC 561 WEST	AHOSKIE	NC
002	STANDRE-11	ST ANDREW	3008 OLD RALEIGH RD	APEX	NC
003	STJO000004	ST JOSEPH	1303 HWY 117 SOUTH	BURGAW	NC
005	SACRAMBL01	BLESSED SACRAMENT	1620 HANFORD RD	GRAHAM	NC
006	STBE000001	ST BERNADETTE	840 W D ST	BUTNER	NC
007	OURLADY-08	OUR LADY OF THE SEAS	48478 HIGHWAY 12	BUXTON	NC
008	CONCEPIM04	IMMACULATE CONCEPTION	6650 CAROLINA BEACH RD	WILMINGTON	NC
009	STMICHA-08	ST MICHAEL	804 HIGH HOUSE RD	CARY	NC
010	STST000001	ST STANISLAUS	4849 CASTLE HAYNE RD	CASTLE HAYNE	NC
012	STTHOMA-08	ST THOMAS MORE	940 CARMICHAEL ST	CHAPEL HILL	NC
013	CHAPELHI01	UNC NEWMAN CATHOLIC STUDENT CENTER	218 PITTSBORO ST	CHAPEL HILL	NC
014	CONCEPIM01	IMMACULATE CONCEPTION	104 E JOHN ST	CLINTON	NC
016	MARIREI-01	MARIA, REINA DE LAS AMERICAS	636 WHITFIELD RD	MT OLIVE	NC
017	ALLSO00001	ALL SOULS CHURCH	917 MAIN ST	COLUMBIA	NC
018	CROSSHO002	HOLY CROSS	2438 S ALSTON AVE	DURHAM	NC
019	HEARTSA001	SACRED HEART	108 S MCKAY AVE	DUNN	NC
021	STMA000002	ST MATTHEWS	1001 MASON RD	DURHAM	NC
022	HOLYINF-01	HOLY INFANT	5000 SOUTHPARK DR	DURHAM	NC
023	CONCEPIM02	IMMACULATE CONCEPTION	810 W CHAPEL HILL ST	DURHAM	NC
025	STAN000003	ST ANNE	207 N BROAD ST	EDENTON	NC
026	HOLYFA0001	HOLY FAMILY	1453 N ROAD ST	ELIZABETH CITY	NC
027	OURLADY-09	OUR LADY OF THE SNOWS	701 WEST BROAD ST	ELIZABETH TOWN	NC
028	STEL000001	ST ELIZABETH	212 S CONTENTNEA ST	FARMVILLE	NC
029	STANNCH-01	ST ANN	357 N COOL SPRING ST	FAYETTEVILLE	NC
030	STPATRI-06	ST PATRICK	2844 VILLAGE DR	FAYETTEVILLE	NC
031	STAN000001	ST ANDREW KIM CHAPEL	1401 VALENCIA DR	FAYETTEVILLE	NC
032	STEL000002	ST ELIZABETH ANN SETON	700 CARNEGIE ST	FAYETTEVILLE	NC
034	STBE000002	ST BERNADETTE	1005 WILBON RD	FUQUAY-VARINA	NC
035	STMARYM-03	ST MARY	1008 VANDORA SPRINGS RD	GARNER	NC
036	STMARYC-03	ST MARY	1603 EDGERTON ST	GOLDSBORO	NC
037	STGA000001	ST GABRIEL	3250 DICKINSON AVE	GREENVILLE	NC
038	STPETER-16	ST PETER	2700 E FOURTH ST	GREENVILLE	NC
039	ECUNE00001	ECU CAMPUS MINISTRY	953 E 10TH ST	GREENVILLE	NC
041	ALLSAIN-08	ALL SAINTS	18737 HIGHWAY 17N	HAMPSTEAD	NC
042	ANNUCAT-01	ANNUNCIATION CHURCH	246 E MAIN ST	HAVELOCK	NC
043	STJAMES-26	ST JAMES	3275 US 158 BYPASS	HENDERSON	NC
045	HOLYFAM-02	HOLY FAMILY	216 GOVERNOR BURKE RD	HILLSBOROUGH	NC
046	GOODSHE-12	GOOD SHEPHERD	5050 OAK STREET	HOPE MILLS	NC
047	SANJU00001	SAN JUAN	104 E JOHN ST	CLINTON	NC
048	PRAGUEIN01	INFANT OF PRAGUE	210 MARINE BLVD	JACKSONVILLE	NC
049	HOLYTRI-07	HOLY TRINITY BY THE SEA	7331 VIRGINIA DARE TRAIL	NAGS HEAD	NC
050	SPIRITH001	HOLY SPIRIT	400 ACADEMY HEIGHTS RD	KINSTON	NC
051	STMA000003	ST MARY	800 S MAIN ST	LAURINBURG	NC
052	OURLADY-10	OUR LADY OF THE ROSARY	408 W. NOBLE ST.	LOUISBURG	NC
053	STFRANC-09	ST FRANCIS DE SALES	2000 ELIZABETHTOWN RD.	LUMBERTON	NC
054	STEGBER-01	ST EGBERT	1706 EVANS ST.	MOREHEAD CITY	NC
055	STMA000004	ST MARY OF THE ANGELS	3262 N US HWY 117 BYP	MT. OLIVE	NC
056	STPAULP-01	ST PAUL	3005 COUNTRY CLUB RD	NEW BERN	NC
058	OFGU000001	OUR LADY OF GUADALUPE	211 IRWIN DR.	NEWTON GROVE	NC
060	HEARTSA002	SACRED HEART	300 DUNDEE RD	PINEHURST	NC
061	STJOANO-01	ST JOAN OF ARC	506 EAST MAIN STREET	PLYMOUTH	NC
062	STEL000001	ST ELIZABETH	6199 FAYETTEVILLE RD	RAEFORD	NC
064	OFLO000001	OUR LADY OF LOURDES	2718 OVERBROOK DR	RALEIGH	NC
065	STJO000002	ST JOSEPH	2811 POOLE ROAD	RALEIGH	NC
067	STRAPHA-02	ST RAPHAEL	5801 FALLS OF NEUSE RD.	RALEIGH	NC

Location Codes

Unit Id	Epic Code	Name	Address	City	State
068	STFR00000	ST FRANCIS OF ASSISI	11401 & 11420 LEESVILLE	RALEIGH	NC
069	FRANCISC01	THE FRANCISCAN SCHOOL	10000 ST. FRANCIS DR.	RALEIGH	NC
070	STLUKET-01	ST LUKE	12333 BAYLEAF CHURCH RD.	RALEIGH	NC
071	CATHCEN-01	THE CATHOLIC CENTER	7200 STONEHENGE DRIVE	RALEIGH	NC
075	CARDINGI01	CARDINAL GIBBONS HIGH SCHOOL	1401 EDWARDS MILL RD.	RALEIGH	NC
076	STAN000004	ST ANDREWS	301 MERCER AVENUE.	RED SPRINGS	NC
077	CHRITHE-07	CHRIST THE KING	100 BURNS RD.	RIEGELWOOD	NC
078	STJOHNT-06	ST JOHN THE BAPTIST	900 HAMILTON ST	ROANOKE RAPIDS	NC
079	CONCEPIM03	IMMACULATE CONCEPTION	721 E VIRGINIA ST	ROCKY MOUNT	NC
080	OFPE000002	OUR LADY OF PERPETUAL HELP	331 HAMMOND ST	ROCKY MOUNT	NC
081	STMA000005	ST MARY & EDWARD	611 NORTH MAIN ST	ROXBORO	NC
082	STSTEPH-09	ST STEPHEN, THE FIRST MARTYR	901 N FRANKLIN DRIVE	SANFORD	NC
083	STAN000005	ST ANNE	1715 MAIN ST.	SCOTLAND NECK	NC
084	STBREND-01	ST BRENDAN THE NAVIGATOR	5101 OCEAN HWY W	SHALLOTTE	NC
085	STJU000001	ST JULIA	210 HAROLD HART RD.	SILER CITY	NC
086	STAN000002	ST. ANN	4057 HWY 70 B.W.	CLAYTON	NC
088	OFPA000001	ST ANTHONY OF PADUA	160 E VERMONT AVE	SOUTHERN PINES	NC
089	HEARTSA003	SACRED HEART	5269 DOSHER CUT-OFF S.E.	SOUTHPORT	NC
091	STMI000002	ST MILDRED	616 SABISTON DR.	SWANSBORO	NC
092	STCA000001	ST CATHERINE OF SIENA	1004 ST. DAVID ST.	TARBORO	NC
093	STCA000002	ST CATHERINE OF SIENA	520 W. HOLDING AVE	WAKE FOREST	NC
095	STJO000003	ST JOSEPH THE WORKER	842 HWY. 158	WARRENTON	NC
096	MERCYMO001	MOTHER OF MERCY	112 W NINTH STREET	WASHINGTON	NC
097	STEU000001	ST EUGENE	608 LIONS CLUB RD	WENDELL	NC
098	HEARTSA004	SACRED HEART	302 N. LEE ST.	WHITEVILLE	NC
099	TRINITHO01	HOLY TRINITY	830 EAST BLVD. HWY. 17	WILLIAMSTON	NC
101	STMA000007	BASILICA SHRINE OF SAINT MARY	412 ANN STREET	WILMINGTON	NC
102	STMA000006	ST MARK	1011 EASTWOOD RD.	WILMINGTON	NC
103	NEWMCAT-01	CATHOLIC STUDENT CENTER	4802 COLLEGE ACRES DR.	WILMINGTON	NC
104	STAL000001	ST ALPHONSUS	810 N. REID ST.	WILSON	NC
105	STTH000001	ST THERESE	700 W. NASH ST.	WILSON	NC
106	STTH000002	ST THERESE	209 LUMINA AVE.	WRIGHTSVILLE BEACH	NC
107	STPETER-17	ST PETER THE FISHERMAN	1149 WHITE FARM RD	ORIENTAL	NC
108	STMA000001	ST. MARY MAGDALENE	625 MAGADALA PL.	APEX	NC
111	CATHOLST01	DUKE CATHOLIC CENTER	PO BOX 90976	DURHAM	NC
113	JOHNPA0001	POPE JOHN PAUL II HIGH SCHOOL	2725 EAST 14TH STREET	GREENVILLE	NC
114	STTE000001	ST. TERESA	206 CAVENAUGH STREET	BEULAVILLE	NC
115	OURLADY-19	OUR LADY OF LA VANG	11701 LEESVILLE ROAD	RALEIGH	NC
116	STIS000001	ST ISIDRO	4733 MACEDONIA CHURCH RD	FAYETTEVILLE	NC
117	CATHEDSA01	HOLY NAME OF JESUS CATHEDRAL	219 W EDENTON ST	RALEIGH	NC
118	HOLYRED-01	HOLY REDEEMER BY THE SEA	301 W KITTY HAWK RD	KITTY HAWK	NC
119	STJOANO-01	ST JOAN OF ARC	506 EAST MAIN STREET	PLYMOUTH	NC
120	MISSIOGL01	HOLY SPIRIT	408 S QUEEN STREET	WINDSOR	NC
121	SANJUAN-12	SAN JUAN DIEGO	6963 HIGHWAY 705	ROBBINS	NC
122	ELONCAT-0	ELON CAMPUS MINISTRY	2960 CAMPUS BOX	ELON	NC
123	STMA000002	ST MATTHEW	1001 MASON RD	DURHAM	NC
124	DOGGCEN-01	NCSU CAMPUS MINISTRY	PO BOX 10302	RALEIGH	NC
125	STHA000001	ST HA-SANG PAUL JUNG	3031 HOLLAND ROAD	APEX	NC
126	BLESTER-01	BLESSED TERESA OF CALCUTTA	2500 CARPENTER UPCHURCH	CARY	NC
127	MISSIOSA01	SANTA CLARA	PO BOX 1601	WALLACE	NC
128	STJOHNP-02	ST JOHN PAUL II SCHOOL	2922 CAMP EASTER RD	SOUTHERN PINES	NC
129	STFRANC-31	ST FRANCIS OF ASSISI PRESCHOOL	11401 LEESVILLE RD	RALEIGH	NC
130	THEFOUN-11	FOUNDATION OF DIOCESE OF RALEIGH	7200 STONEHENGE DRIVE	RALEIGH	NC
131	CATHOLCH11	CATHOLIC CHARITIES	502 MIDDLE STREET	NEW BERN	NC
132	VOCACOFF-01	VOCATIONS OFFICE	7200 STONEHENGE DRIVE	RALEIGH	NC