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Church Mutual Insurance Company Mutual Provider Network (MPN): Required Documents and Timing Grid for Employers

REQUIRED MATERIALS	POLICY INCEPTION	TIME OF HIRE	TIME OF INJURY
<p>DWC7 <i>Must be posted at every worksite in a location that is easily visible to your employees. Must be posted in both English and Spanish where there are Spanish-speaking employees. Fill in the blank lines prior to posting.</i></p>	✓		
<p>Time of Hire Pamphlet: Facts about Workers' Compensation <i>Fill in the blank lines prior to distribution.</i></p>	✓	✓	
<p>MPN Implementation Notice</p>	✓	✓	
<p>Covered Employee Notification of Rights Materials (English and Spanish Versions) <i>Must be posted at every worksite in a location that is easily visible to your employees. Must also be provided to the employee at time of injury or — for existing injuries — when transferring care into the MPN.</i></p>	✓		✓
<p>DWC1 — Workers' Compensation Claim Form <i>This form must be completed within one working day of an employee's report of a work-related injury or illness.</i></p>			✓
<p>5020 — Employer's Report of Injury <i>Must be completed and submitted to Church Mutual no later than five days after you become aware of a work injury or illness.</i></p>			✓

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