

RISK MANAGEMENT NEWS

Lubbock ISD— Risk Management

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THANK YOU FOR YOUR SERVICE, URSULA RAMIREZ, RETIRING RM CLERK

The Risk Management Department

wishes all the best to retiring Risk

Management Clerk, Ursula Ramirez.

Thank you for your years of service Ursula - enjoy your retirement!



WELCOME NEW RM CLERK—CHRISTINE MORGAN!



The Risk Management Department would like to welcome and introduce our new Risk Management Clerk, Christine Morgan. Christine comes to us from Dallas, Texas, having recently moved to Lubbock with her husband, Scott. Christine is a West Texas native, having graduated from Odessa High School, and currently attending Southern New Hampshire University. Christine has a great deal of experience in business/office management , having previously worked in the healthcare field.

Christine will be answering the phone, greeting visitors, and helping new hires with benefits enrollment, as well as answering benefits questions, attending to Gym Claims, etc. Please join us in welcoming Christine to LISD!

Risk Management Department:

- Lisa Thompson, Executive Director (ext. 0235)
- Vaun Murphrey, Specialist (ext. 0283)
- Lucinda Lucero, Secretary (ext. 0280)
- Christine Morgan, Clerk (ext. 0282)

Call Us—We Are Happy to Help!

Risk Management/Safety Reminders—Decorations

- *Only use decorations in their intended fashion and read all display instructions before use.
- *Do not block fire alarms, emergency signs or exits with decorations.
- *Confine decorations to suitable spaces such as bulletin boards. Covering windows and ceilings with additional decorations increases the amount of combustible material in the classroom and increases fire risks.
- *Never hang decorations from light fixtures, sprinkler heads, vents, or radiators.
- *Choose decorations with flame resistant coatings.
- *Do NOT climb on desks or other unsafe surfaces to help decorate.

Claims Processing Reminder:

Dental Claims go to: Lucinda.Lucero@LubbockISD.org

Living Better Diabetes & Bronze Maternity Reimbursement Claims go to: Vaun.Murphrey@LubbockISD.org

Gym Reimbursement Claims & Hospital Income Plan Claims go to: Christine.Morgan@LubbockISD.org

All claims processed within 30-days (for completed requests/forms)