

RISK MANAGEMENT NEWS

Lubbock ISD— Risk Management Newsletter

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Dependent Audit—BMI Audit Services

Members of the health plan should have received information about a dependent audit being performed by BMI Audit Services, an outside company, on behalf of the District’s health plan. A dependent audit is a verification of eligibility of dependents on the plan(s). This audit requires every employee member on the health plan to provide information/documentation regarding their enrolled dependents. An example is a spouse of a member/employee on the plan will require the member to provide a copy of their marriage certificate proving marriage and eligibility to be covered as a spouse on the health plan. Birth certificates of children will be required, etc.

Participation in the audit is **mandatory** and failure to respond may result in termination of the dependent from the health plan.

Questions? please contact BMI at 877-634-7780 or give Lisa a call.

End of School Year Activities—Workers’ Compensation

Lubbock ISD provides workers’ compensation coverage to all employees for work required activities performed during the course and scope of employment.

Bowling, carnival rides, dunking booths, end of the year basketball games, skating, etc. are not usual activities and are at the employees’ own risk and are not covered under workers’ compensation (unless specifically required by campus leadership). These types of activities are considered voluntary only.

Engagement in these or similar activities are not required and not covered under workers’ compensation.

Questions? Call Risk Management

Risk Management Department:

- Lisa Thompson, Executive Director—extension 0235
- Vaun Murphrey, Benefits Specialist—extension 0283
- Lucinda Lucero, Clerk—extension 0280
- Jamie Flores, Executive Secretary —extension 0282
- Linda Rosebeary, FEnroll Assistance—Clerk—extension 0281

Field Trip Safety

- Discuss field trip behavior rules with student beforehand—teach, model and review appropriate field trip behavior with students for at least a week before the big event.
- Give your students a learning task ahead of time. Your students should show up for the field trip with base knowledge of the subject at hand.
- Choose parent chaperones wisely.
- Make sure you have all the necessary medications. Talk to the school nurse and prepare to assist students who usually take medications during the day.
- Arrive at school early on field trip day. Students will be excited and antsy, ready to go—you need to be prepared early also.
- Give your chaperones the tools they need to succeed. Make nametags for chaperones and students also to assist with identification.
- Be proactive with regards to challenging students. Ask those students’ parents to chaperone if possible.
- Count all day—count accurately and often.
- Do a “debriefing” when you return to the classroom. Ask students what they saw and learned.
- Write thank you notes after the field trip. Engage students in the thank you notes to show appreciation.

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: Jamie.Flores@LubbockISD.org

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