

RISK MANAGEMENT NEWS

Lubbock ISD— Risk Management

In this issue:

- Risk Management
- The Hartford (disability insurance) - Annual Enrollment
- Aflac - Annual Enrollment
- First Financial (life insurance, critical illness, accident, vision, etc.) - Annual Enrollment
- Sun Life Enrollment
- Annual Medical/Health Enrollment
- Flu Shots
- Risk Management Department Information
- Safety Tips

Risk Management Roles/Responsibilities:

- Manage District Self-Funded Health Plan/Dental Plan (Includes new hires, eligibility management, open/annual enrollment, forms, questions, website, etc.—Including wellness program and COBRA) - Manage Supplemental Insurance Policies/Programs also
- Process Dental, Diabetic and Maternity Claims
- Manage Employee Assistance Program
- Manage Worker's Compensation Program—Accident Reporting, Follow Up, etc.
- Manage all District Insurance Policies (i.e. liability, auto, property, etc., including claims)
- Unemployment Responses/Follow Up, Hearings, etc.

Reminder— Annual Enrollment and Flu Shots:

- ⇒ The Hartford (disability insurance coverage) - annual enrollment is September 1, 2020 through October 31, 2020. Contact 806-748-0505. [Site Link.](#)
- ⇒ Aflac (cancer and accident, etc) - annual enrollment is September 7, 2020 through October 31, 2020. Contact 806-748-6100. [Site Link.](#)
- ⇒ First Financial (permanent life insurance, critical illness insurance, hospital indemnity insurance, accident insurance, vision insurance, flexible spending account, medical reimbursement, dependent care reimbursement, benefits flex card, identity theft protection, and legal shield) - annual enrollment is September 14, 2020 through October 16, 2020. The campus call in schedule has been emailed/sent to all employees. Contact Ty.Stovall@ffga.com. [Site Link.](#)
- ⇒ Sun Life (optional life insurance) - application with Health Questionnaire accepted year-round.
- ⇒ Annual Medical/Health Insurance Enrollment—planning in process—November 2020 (more information to come in October 2020).
- ⇒ Flu Shots—Campus flu shot clinics are being scheduled for each campus with your school secretary or nurse - be sure to watch your email for dates and times for your clinic; flu shots are FREE to all employees of Lubbock ISD (paid for by Lubbock ISD); and flu shots are FREE to all dependents that have Lubbock ISD insurance (paid by Lubbock ISD). You may also stop by any United Pharmacy with your completed consent form previously sent to you along with your employee ID and LISD insurance card to receive your flu shot at a United Pharmacy.

Risk Management Department:

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

Call Us—We Are Happy to Help!

Risk Management Work Safety Tips

- Reduce clutter—don't leave items lying around, ensure every item is in its correct place.
- Label Hazards—properly label hazardous items and store them correctly.
- Wear Protective Eye Gear and Gloves—eye protection and gloves are required when operating certain equipment, handling specific chemicals, etc.
- First Aid Kits—make sure you know where your office First Aid Kit or supplies are located for an emergency.

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:
Ursula.Ramirez@LubbockISD.org

All claims processed within 30-days