

California Welcome Letter

Dear Insured:

Athens Administrators has been retained as your workers compensation claims administrator for the Leavitt Group & Great American program. We are pleased to be able to provide you with works' compensation claims handling services and will ensure a smooth transition of any open claims you might have. We would like to welcome you as a customer of Athens Administrators, a third party handling workers' compensation claims on behalf of your insurance carrier. In addition to following these simple instructions our claim professionals will work closely with your to expedite an early return to work while at the same time ensuring your injured employee receives quality appropriate care.

In an effort to “go green” we have created an electronic version of your claims kit. Please visit www.athensadmin.com/leavitt and select California Claims.

Below are some additional steps you need to follow in order to make your program as effective as possible.

Athens Claim Kit Attachments & Instructions

- **Athens MPN Documents** – An MPN is a network of providers, established by employers to use for work-related injuries. The MPN is an important component of your workers' compensation program. ***You may lose important rights if you do not take certain actions to implement the MPN. You must notify your employees that you are implementing an MPN. The second page of this letter provides specific instructions for distribution of this critical document.*** You must post the **Athens MPN Employee Written Notification** in your break room next to the DWC 7.
- **Workers' Compensation Claim Form (DWC-1) and Notice of Potential Eligibility** - To be completed by the Employee & the Employer if injury occurs.
- **Employer's First Report of Injury (Form 5020)** - To be completed by the Employer if injury occurs.
- **Notice to Employees (DWC-7)** – Complete attached posters and post in break room.
- **Athens Claim Supply Request** - If you need the above forms in paper format.

To Report a New Claim

(Choose your preferred method)

<i>Internet:</i>	www.athensadmin.com/reportclaim User name: pacwest Password: pacwest
<i>Telephone:</i>	866-308-4446
<i>Fax:</i>	877-263-4389
<i>Email:</i>	reportclaim@athensadmin.com
<i>Mail:</i>	P.O. Box 696, Concord, CA, 94522

Athens MPN Notification Distribution Instructions

1. Post the attached *Athens MPN Employee Written Notification* in break room.
2. Print and distribute the attached *Athens MPN Implementation Notice* and an *Athens MPN Acknowledgement Form* to each employee.
3. Determine a distribution date, e.g. payroll.
4. On the day of distribution, have each employee **sign and return** the *Athens MPN Acknowledgement Form*. Retain this signed form in the employee's human resource file.
5. Fill out and sign the *Athens MPN Affidavit* once the distribution is completed.
6. Fax the *Athens MPN Affidavit* to Athens Administrators c/o Medex (our MPN partner) .
7. New Hires: Provide the *Athens MPN Acknowledgement Form* and the *Athens MPN Implementation Notice* to each new hire with your normal new hire paperwork.

Athens MPN – Internet Physician Look-Up

To locate a doctor or clinic with the Athens MPN, create customized medical directories, use the website below. If you have any questions about a physician, clinic, or have problems with the website below, please call 877-775-7772 between 8am-5pm PST.

www.athensadmin.com/findadoc

Name: AHER (Case Sensitive)

Password: AHER02

Questions

Athens Administrators

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We appreciate your business and believe that communication is critical for successful claims administration. We encourage you to contact us if you have any questions.