

Non-California Welcome Letter

Dear Insured:

Athens Administrators has been retained as your workers compensation claims administrator for the Leavitt Group & Hartford program. We are pleased to be able to provide you with workers' compensation claims handling services and will ensure a smooth transition of any open claims you might have. Athens Administrators will handle all claims that are in the State of California and REM will service claims in all other states. We are both third parties who provide claim administration services on behalf of your insurance company. Both Athens and REM are committed to superior service and successful claims handling. Our claim professionals will work closely with you to facilitate your return to work program while simultaneously ensuring that your injured employees received quality 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 Non-California Claims.

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 Non-CA Internet Physician Look-Up

To locate a doctor or clinic outside of California and create customized medical directories, use the website below.

www.corvel.com

Questions

Cindi Rickert, Account Manager (Non-CA Claims)

Direct: 610-841-2877

Email: Cynthia.rickert@tristargroup.net

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.





How to Report a *New Claim*

Reference Guide for Workers' Compensation

Phone: **866-308-4446**

Fax: **877-263-4389**

Internet

www.athensadmin.com/reportclaim

Username: pacwest

Password: pacwest

Email:

reportclaim@athensadmin.com

Mail

**P.O. Box 696
Concord, CA 94522**

To inquire about an open claim, please contact your examiner directly by using the Claims Team Reference Sheet. If you do not know who your examiner is please contact your Account Manager, who is also listed on the Claims Team Reference Sheet.



Athens/Leavitt/Hartford Claims Team (as of 3/4/14)

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