

DEEP EAST TEXAS SELF INSURANCE FUND

TRISTAR RISK MANAGEMENT

You can see any physician of your choice who will accept workman's compensation claims and who will accept payment according to the worker's compensation assignment. It is your responsibility to ensure that the medical provider you choose accepts worker's compensation (unless you ask HR to make an appointment for you).

If life-threatening emergency exists, seek medical attention immediately - the paperwork can wait - but will have to be done as soon as it is possible.

Otherwise follow these steps:

Notify your supervisor of accident IMMEDIATELY

Or no later than 24 hours after accident. Notification is required whether the incident or injury is major or minor.

Complete Accident/Incident Report IMMEDIATELY

- **Submit Accident/Incident Report** to supervisor or person in charge who will in turn submit it to Human Resource: *Melanie Munoz, melanie.munoz@co.hays.tx.us or 512-393-2227 (fax)*
- **Seek medical care.** Advise Human Resources of your medical provider and appointment date and time
- **Bring a copy of Accident/Incident Report** to first medical treatment (if possible)

Give medical provider the following information for billing:

**Tristar Risk Management
P.O. Box 2805
Clinton, IA 52733**

Phone: 888-285-6708 or 214-492-5600

Fax: 562-506-0360(Billing)

Fax 214-492-5691(Office)

Give Pharmacy the following information:

**Optum OnePoint Comp+
Tristar Risk Management**

Provide Your Name & SS# to the Pharmacist

RXBIN	610243
RXPCN	WC
RXGroup	TMCMOFTXT2
RXID	TMC01

The pharmacy needs to contact the Help Desk at 866-337-6426 for a 10 day supply of medicine.

CLAIM NUMBER: will change for each original injury claim.

After your worker's compensation claim is filed TRISTAR will send a Pharmacy ID Card to you to ensure no out of pocket expense should you need more than a 10 day supply of medications.

If you have any questions, contact **Melanie Munoz** in Human Resources by email **melanie.munoz@co.hays.tx.us** or by phone **512-393-2232**