



Colorado Special Districts
Property and Liability Pool

CLAIM REPORTING

Report all claims to: **TRISTAR Risk Management, Inc. (TRISTAR)**
P.O. Box 2805
Clinton, IA 52733-2805
Toll-Free: 800-318-8870 Ext. 1
Fax: 720-962-0301
Email: CSDPool@tristargroup.net

WORKERS' COMPENSATION:

All claims should be reported to TRISTAR via the CSD Pool's toll-free phone number listed above. The workers' compensation claim contacts at TRISTAR is provided in this section for your use in contacting claims personnel directly. In the event of serious injuries or, those of a questionable nature, immediately contact TRISTAR by telephone.

Any lawsuits, charges, notices of claim, or any other such demands from any attorney claiming to represent an injured worker must be immediately sent to TRISTAR along with any documents attached to those suits, charges, notices, or demands. It is especially important to make a notation of when the district received or was served with any of the above.

It is very important to list all known witnesses and take their statements as well as to record complete and accurate documentation that you obtain from all parties who may have an account of the accident/claim.



To report a new claim:

Employees: call the toll-free Claims Line at (800) 318-8870 Ext. 1

Members: send claim forms to CSDPool@tristargroup.net
or contact your claims adjuster

CSD Pool Workers' Compensation Dedicated Claims Team

Main Phone: 720-962-0222 / Fax: 720-962-0301

Email: CSDPool@tristargroup.net

Susan Hoover, Claims Assistant, Ext. 3214

Email: susan.hoover@tristargroup.net

Dionne LeBeau, Senior Adjuster, Ext. 3213

Email: dionne.lebeau@tristargroup.net

Michael Hawkins, Senior Indemnity Adjuster, Ext. 3206

Email: michael.hawkins@tristargroup.net

Jonathan Beck, Medical Only Adjuster, Ext.3231

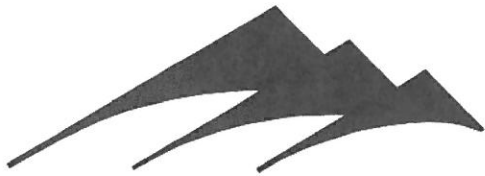
Email: jonathan.beck@tristargroup.net

Nancy Sanchez, Claims Supervisor, Ext. 3475

Email: nancy.sanchez@tristargroup.net

TRISTAR Risk Management

Mail claims to: P.O. Box 2805, Clinton, IA, 52733-2805



**Colorado Special Districts
Property and Liability Pool**

Claims Administration

TRISTAR Risk Management

P.O. Box 2805

Clinton, IA 52733-2805

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Fax: 720-962-0301

CSDPool@tristargroup.net

Workers' Compensation Claim Forms

For All Claims

Employer's First Report of Injury

Employee's Notice of Injury to Employer

Supervisor's Accident/Incident Report

HIPPA Compliant Authorization for
Release of Medical Information

For Lost Time Claims

Wage Statement

Supplemental Report of Return to Work

Restriction/Workability Form



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Claims Administration

TRISTAR Risk Management

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Clinton, IA 52733-2805

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Email: CSDPool@tristargroup.net

What is Workers' Compensation?

If you are injured on the job or have an illness that you believe was caused by the work environment, you may be entitled to workers' compensation benefits.

If compensable, workers' compensation benefits automatically cover your authorized medical bills and a portion of your lost wages for work-related injuries or illnesses.

Who provides workers' compensation benefits for the Colorado Special Districts Property and Liability Pool?

TRISTAR Risk Management (TRISTAR) is the CSD Pool's claims administrator for your workers' compensation claims and is dedicated to prompt, efficient handling of Special District claims.

What do I do if I am injured on the job?

Follow your district's guidelines. You may also report the injury yourself by calling the toll-free number listed above. You should always advise your supervisor as soon as possible. If you need to see a doctor your employer has posted a list of the Preferred Medical Providers for your district.

Are there specific doctors I should use if I need medical attention?

Yes. Your district has developed a list of highly quality medical providers who have been specifically selected to provide injured employees with the best medical care possible.

When can I return to work?

Many employers provide work tasks tailored to the physical restrictions of employees who are injured on the job so that almost all employees can continue to work immediately following an injury. Employees are asked to do only tasks they can safely perform during recovery.

If I am injured and can't work, am I paid?

If an authorized doctor determines that you are completely unable to work, workers' compensation benefits will be provided in accordance with the Colorado Workers' Compensation act.

How do I pay for prescriptions from authorized doctors?

If you purchased the initial prescription, the receipt should be forwarded to TRISTAR for reimbursement. Your adjuster will inform you of the prescription program if further medication is needed.

What happens if I am unable to return to my former job?

You employer will make every effort to reasonably accommodate continued employment. In the event that you become permanently disabled, the authorized doctor will evaluate you to determine what permanent restrictions apply. This evaluation will assist in the district's evaluation of job placement.

If further assistance is needed on your workers' compensation claim, please contact your TRISTAR adjuster via the toll free number listed above.