

March 5, 1999

IMPORTANT
Deadline: March 12

MEMORANDUM

TO: Workers' Compensation Administrators
FROM: Kim Pendergraft
SUBJECT: Third Party Administration of Workers' Compensation

As of July 1, 1999, Key Risk Management Services, Incorporated (KRMS) will be the statewide third party administrator for all state workers' compensation claims. At that time, you will begin forwarding all workers' compensation claims for your employees whose salaries are paid from state funds directly to KRMS. Although the contract effective date for the North Carolina Community College System is July 1, 1999, there will be a great deal of activity between now and then to prepare for the transition.

We are currently planning a workshop to be held on May 18, 1999, from 8:00 a.m. to 4:00 p.m. in the auditorium at Guilford Technical Community College. At that time, representatives from KRMS and the state workers' compensation program will be present to inform you of your responsibilities and to answer any questions that might arise. Attendance by your workers' compensation administrator is imperative to this process.

To begin the transition, KRMS has requested that the attached questionnaire be completed by each community college workers' compensation administrator and forwarded to them via fax at 336-605-7514. Please respond no later than March 12, 1999.

If you have questions or concerns, please contact me.

kdp
Attachment
pc: Presidents
Business Officers

CC99-082
Paper Copy

Key Risk Management Services, Inc.
Information Management Questionnaire

Are you connected to the SIPS (State Information Processing System)?

Do you have access to the Internet?

If yes, please give your web page address and e-mail address.

What Internet Web Browser do you use (i.e. Internet Explorer, Netscape Navigator)?

What Internet e-mail package do you use?

What word processing package do you use?

Please respond via fax to 336-605-7514 no later than March 12, 1999