



PLEASE CIRCULATE

State Employee Injury Compensation Trust Fund Updates

Several changes have been recently implemented to better serve Agencies, Boards and Commissions who participate in the State Employee Injury Compensation Trust Fund (SEICTF).

In order to better serve those agencies with employees who are on the job outside normal business hours, we have implemented an “After-Hours” catastrophic injury emergency line. To access the line, simply dial SEICTF at 334-223-6120 or 800-388-3406 for instructions. The line is answered by Senior Claims Representatives who then coordinate services with our Field Case Managers to assist employees who sustain life-threatening injuries when our offices are closed. Our commitment is to help your employees by having someone available to talk with emergency treatment providers and to support family members in the case of a catastrophic emergency. Please note that non life-threatening injuries will continue to be handled during normal business hours.

We have recently made improvements to our website www.riskmgt.alabama.gov, which include updated forms and provider listings. We have also added a new SEICTF ID card and Pharmacy card that can be printed and distributed at your convenience. Please note that we will continue to accept the old forms,

but we encourage you to go to the website and take advantage of the new “fillable” forms that allow you to type in your information, print, sign, and fax to us. You now also have the capability to complete and submit the First Report of Injury via the website with no need to fax. Simply press “submit” after completing the form and print a copy for your records.

We continue to enhance our provider network and have recently named a new Provider Network Administrator. Marie Fussell is a Registered Nurse who has served as a Medical Case Manager and Occupational Health Manager with SEICTF for the last eight years. Please do not hesitate to contact Marie with any questions or comments regarding our physician network and the SEICTF program. Marie may be reached at 334-223-6284 or 800-388-3406, ext. 284 or by e-mail at marie.fussell@finance.alabama.gov.

Our goal is to continue to improve the services we provide for State employees. We appreciate your feedback and continued support of our program. Please contact Carol Singletary, Program Manager, should you have any questions at 334-223-6159 or at carol.singletary@finance.alabama.gov.

Wise Words

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TIME TO CERTIFY PROPERTY INSURANCE

The State Insurance Fund certifications were mailed April 1, 2009. It is important that our certified copy be returned by June 30, 2009, to allow our office plenty of time to update values prior to October's renewal. Please follow the instructions enclosed with the certification. Changes which occur during the fiscal year such as renovations to existing buildings, new buildings, purchase of new computers or other equipment, demolition or sale of buildings should be reported promptly to our office to ensure adequate coverage. If you have any questions, please call Dale Whittle at (334) 223-6139.



HURRICANE PLANNING GUIDE

A study of recent hurricanes shows conclusively that hurricane-related damage can be prevented or, at least, minimized. The keys to success are planning and organized action before, during and after a storm. Hurricane season runs June 1 through November 30. If you don't have a plan, start planning right away. A Hurricane Planning Guide is now available on our website: www.riskmgt.alabama.gov. Go to Downloads; Forms; Other Publications.



PLEASE REPORT LIABILITY INCIDENTS PROMPTLY

The General Liability Trust Fund ("GLTF") pays to defend state employees when they are sued for acts arising from the performance of official duties. However, it is very important that we know about incidents before they reach the lawsuit stage. Depending on the circumstances, it may be possible to settle the matter in a more satisfactory and cost-effective way before the complaining party "lawyers up."

Please notify Risk Management immediately of any incident that possibly could lead to a lawsuit against an employee or agent of the state. Examples of incidents include:

- An injury to a person who is in the custody of the state;
- A serious employment dispute such as an EEOC complaint;
- A report of possible sexual harassment;
- A complaint by a member of the public about an encounter with an employee.

Don't worry that an incident may seem too minor to report. In our litigious society you can never predict what may end up in court. Call Jerry Carpenter or Hank Draughon at 334-223-6120.

REPORTING NEW CONSTRUCTION

This is a reminder that newly constructed buildings should be reported to Risk Management as soon as you take possession of the building. This also applies where an addition has been added to an existing building. Keeping your Property Schedule updated protects you in the event a claim needs to be filed and prevents our Claims representatives from having to deny a claim for an unreported building. Remember to complete a Self Inspection and Property Insurance Request form, available under the 'Forms' link at our website, www.riskmgt.alabama.gov.



Once completed you may mail or fax the form to Dale Whittle at Risk Management. If you fax the form, please remember to mail or e-mail a photo for our files.

If you have any questions, please contact Dale Whittle at (334) 223-6139.

STATE EAP PROVIDES WEBSITE WITH VALUABLE INFORMATION

The world of finance can be a tangled, confusing web to navigate. The State's EAP provides a wealth of content to help you untangle your own financial web, including valuable financial calculators. You can access information on banking, budgeting, auto financing, insurance, investing and much more. The calculators and tax forms make planning and budgeting a breeze. The information can be accessed at <https://bhs-inc.personaladvantage.com>, using the company code DORM.

The website contains articles, videos, forms, and assessments on topics such as

- Managing money and ways to account for every penny spent
- Budget calculators that assist with what kind of car you can comfortably afford to how much your savings might be worth one day
- State and Federal tax forms
- Information on mortgage refinancing and accessing credit reports

The State of Alabama EAP is a free and confidential program available to employees of participating state agencies. The EAP provides assessment and short-term counseling for eligible employees and their dependents. Financial, elder care, and childcare referrals are also available through the EAP.

If financial questions or concerns are causing you stress, make the call to EAP and speak with a Care Coordinator to discuss options available. Remember, the program is free and completely confidential.

Why Equipment Breakdown Coverage?

Times have changed and equipment has evolved throughout the 20th century. Because of this evolution, boiler and machinery insurance will now cover far more than steam boilers, hot water boilers, hot water heaters and pressure vessels. Therefore, the name for boiler and machinery coverage has changed to “Equipment Breakdown” coverage and this name change will be reflected on your 10/1/09 property schedule. Equipment Breakdown coverage is provided through Risk Management in association with the Travelers Insurance Company.

There are many who still operate boilers and pressure vessels which are required to be inspected by the State of Alabama Boiler and Pressure Vessel Act. Travelers Insurance Company continues to be our insurance provider for boiler and machinery inspections, providing the required inspections by the Act.

An example of some of the equipment covered is listed below:

- Motors/ Generators
- Compressors
- Air conditioning Equipment
- Refrigeration Equipment
- Transformers
- Electrical Switchgear, Cables and Bus Duct
- Boilers (all types)
- Pressure Vessels (fired and unfired)
- Internal Combustion Engines

Surprisingly some of the largest covered losses did not involve boilers, but electrical equipment and spoilage.

Why Equipment Breakdown Coverage? Can you afford not to have it?