RISK MANAGEMENT NEWS

Citrus County Schools
Superintendent
Sandra "Sam" Himmel

December 2018

Contents

- Risk Management Statistics 1
- Workers` Comp Safety Awards.....2
- How to Report an Injury.....3
- Ways to Save Money 4
- Fit for Fall.....5
- Fire Safety In The Classroom.....6
- Risk Management/Code Compliance Staff and Responsibilities.....7
- Contact Information for Benefit Providers....8

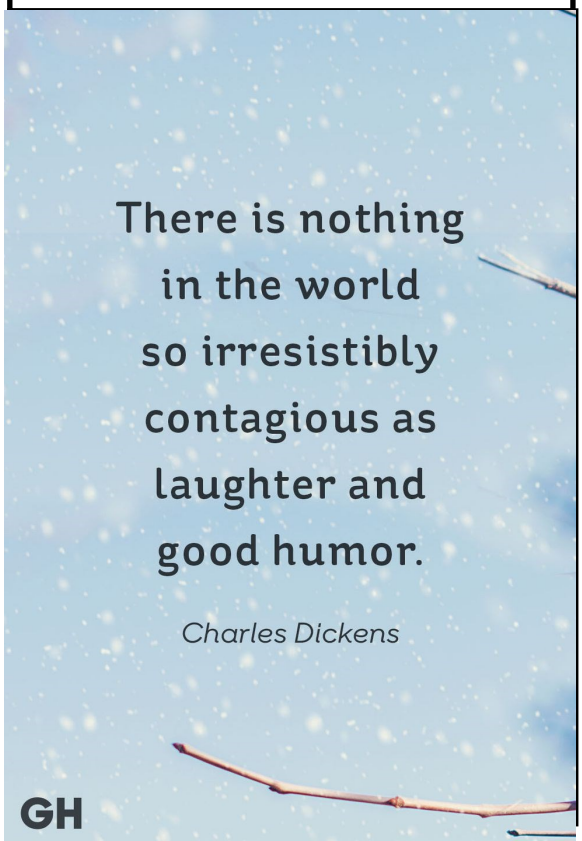


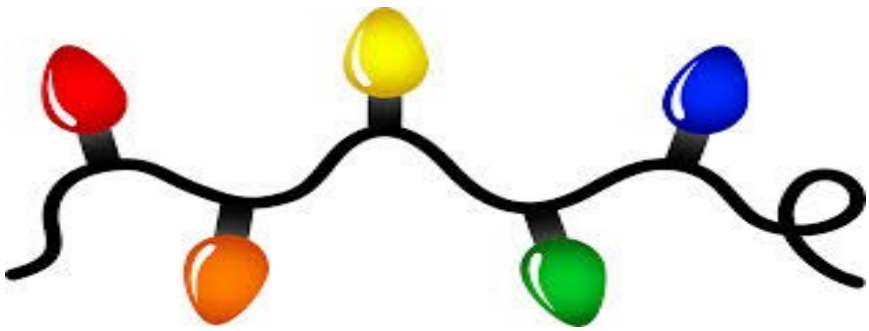
We would like to wish everyone and their families a safe and happy holiday…….

Risk Management Statistics 17-18 v 18-19

Sick Bank Enrollment:: 17-18 we had 43 new enrollee's. 18-19 we had 81 new enrollee's. Sick Leave Bank is an excellent program. It is a 100% employee funded program that allows employees to extend a helping hand to colleagues who are of like mind and appreciate the benefit of sharing resources to assist others. It provides additional sick leave days to members in the event of an unexpected extended catastrophic illness or injury. It is not the intent of the Sick Leave Bank to provide additional days off for elective surgery, or to be used in lieu of a health leave or prior to retirement or resignation. If you are not a member, you can enroll November 2019 as long as you are eligible. You must have 9 sick days by December 2019 to be eligible.

W.C. Incidents: 17-18 (7/1/2017-11/27/2017) 129 incidents. 18-19 (7/1/2018-11/27/2018) 129 incidents. Most of the incidents are Trips /Falls and Strain from lifting. **To help prevent slips and trips**: Clean up spills immediately. Keep walkways and hallways free of debris, clutter and obstacles. Keep filing cabinets and desk drawers shut when not in use. Cover cables or cords in walkways. **To prevent lifting injuries:** Lift with your knees and legs, not with your back. Keep it close. Grasp the load firmly and lift it toward your belt buckle. Hold the load close to your body to avoid putting pressure on your back. If something is too heavy, ask someone to





WORKERS COMP





……to the following schools for having no Work Comp incidents. These schools earned recognition for their safe practices.

1st quarter 18-19 Academy of Env Science/Marine Science Station Floral City Elementary School Crystal River Primary School Withlacoochee Technical College Citrus Springs Middle School Inverness Middle School	2nd quarter 18-19 TBA
3rd quarter 18-19 TBA	4th quarter 17-18 TBA









Employees are responsible for reporting work related injuries immediately, (next working day if after normal business hours with exceptions of emergencies) even if you feel no medical treatment is needed.

Report the injury to the Cost Center Administrator/Designee.

Complete an incident report. Information you will need: date and time of accident, description (including the cause of the injury, location, what you were doing and the body part(s) that were affected). Be very detailed regarding the injury/illness that occurred (bruise, scratch, ache, sting, pain).

Submit the Incident Report through your Cost Center's Worker's Compensation contact to Melinda Buckingham in Risk Management. ALL initial medical treatment is to be arranged and pre-authorized through the Risk Management Office. (Except in emergencies) DO NOT give the provider your personal insurance information. Identify yourself as a School Board employee with a work-related injury.

Communicate with the Workers Comp contact at your Cost Center throughout the process. Provide the work status certificate after each appointment or follow up visit. As the Worker's Comp contact for a work comp RX card (PMOA) to avoid any out of pocket expenses for prescriptions.

After hour, initial treatment facilities:
CMH or Seven Rivers for **EMERGENCIES**
Quick Care for **NON- EMERGENCIES**

Ask questions!

We are here to help you through this process,
please feel free to call **Melinda Buckingham at extension 2283**.

We also have an incentive program for each school as well as individuals! If your school has no W.C. accidents each quarter your school will earn a check. On an individual basis, each quarter if you don't have a W.C. accident, your name will go in a drawing for a $25.00 Publix gift card!



Always use IN NETWORK providers

- - Use Preferred Specialty pharmacies for specialty drugs.
- - Use Preferred providers for medical equipment and supplies.
- Choose generic drugs when available.
- Compare drug costs for your plan -available online and on mobile devices!

Top 4 Reasons to Choose Generics

1. **They're safe.** Generic medications are tested and approved by the FDA, and they're manufactured in FDA-inspected facilities.
2. **They're effective.** Generics are required to have the same active ingredients and must work the same as their brand -name counterparts to obtain FDA approval.
3. **They can save you money.** Choosing a generic equivalent could save you 30% to 80% over a brand-name counterpart.
4. **It's easy to switch to a generic.** Ask your doctor to prescribe a generic alternative or ask your pharmacist to contact your physician.



MORE WAYS TO SAVE!

- USE OUR EMPLOYEE WELLNESS CENTERS FOR ELIGIBLE MEMBERS-NO OUT OF POCKET EXPENSE
- ALWAYS CHECK THE ITEMIZED STATEMENT AGAINST YOUR EXPLANATION OF BENEFITS FORM FROM FLORIDA BLUE FOR ACCURACY
- FAMILIARIZE YOURSELF WITH YOUR POLICY-WHAT DOES IT COVER?
- SHOP AROUND FOR MEDICATION
- ASK YOUR PROVIDER WHETHER TESTS, PRESCRIPTIONS OR PROCEDURES ARE NECESSARY
- USE URGENT CARE CENTERS INSTEAD OF THE EMERGENCY ROOM FOR NON-LIFE THREATENING CONDITIONS

DOWNLOAD THE FLORIDA BLUE MOBILE APP!

Take your health information on the road with the Florida Blue mobile app for your tablet or smartphone (iPhone® and Android®). Quickly access your plan and deductible, view your prescriptions and claims, find a doctor and more! Wherever you are - whenever you need it.

Download the free Florida Blue app from the iTunes App Store, Google Play or Amazon Apps.





FIT FOR FALL Walking Challenge

During the month of October we conducted a **"Fit for Fall Walking Challenge"** for employees that are covered under the School District's Health Insurance. This was a 5-week walking challenge that was a result of a Wellness Activities Survey that was conducted in March. Schools formed teams and competed against other schools in the District each week for achieving the most steps.

2018 Walking Challenge Winner is……

PLEASANT GROVE ELEMENTARY!!!

Total Step Count = 59,378,802!!

WAY TO MOVE IT!!

PGE will be receiving a trophy to display at their school as the Winner of the CCSB Walking Challenge. This trophy will be up for grabs during our next challenge…..will YOUR school "STEP UP" their game to win it???

Weekly Gift Card Winners:

Week 1: Julie Henry - CREST

Week 2: David Wilcox - CREST

Week 3: Lucinda Hughes - RCE

Week 4: Kam Reagan - FCE

Week 5: Christine Jernigan - DSC Finance Dept

CONGRATS TO OUR PUBLIX GIFT CARD WINNERS!

Thank you for participating!





From the Department of Code Compliance

"Keeping You Safe Throughout Our Schools"

Fire Safety In the Classroom

Keep storage to a minimum **(Excessive storage increases the fire load; which in turn increases all aspects of a fire).**

Storage areas are kept in a safe and orderly condition.

Clear and unobstructed walkway through storage area.

No storage is allowed within *24 inches of the ceiling* of a building without sprinklers.

No storage is allowed within *18 inches of the ceiling* of a building with sprinklers.

36 inches of unobstructed access is provided to all electrical & fire alarm panels.



Risk Management/ Code Compliance Staff & Responsibilities



Cherise K. Cernich

Director of Risk Management and Employee Relations

District School Safety Specialist
Risk Manager
Emergency Planning Council
Code Compliance



Steve Baumer

Director of Risk Management and Employee Relations

Chief Negotiator
Public Records Custodian
Employee Benefits & Health Insurance



Kim Van Etten

Employee Benefits Specialist

Health Insurance &
Group Benefits
Disability Insurance Claims
Student Insurance
New Hire Benefits Enrollment



Kayla Nelson

District Secretary

Health Insurance &
Group Benefits
403b Information
Wellness Center Information



Valerie Duke

District Secretary

Secretary to Risk Manager
& Code Compliance
Office Receptionist
Daily Office Procedures



Melinda Buckingham

Claims Management Specialist

Worker's Compensation
Sick Leave Bank
Liability Insurance
Property and Casualty Insurance



Greg Covino

Environmental Safety Project Leader

Coordinate Safety & Equipment Inspections
Installation & Inspection of Playground Equip.
Evacuation Drills



Tom Watkins

Health & Safety Specialist

SREF Inspections
Worker's Comp Investigations
Health & Safety Investigations

CONTACT INFORMATION

Combined Benefits Group

800.749.6458

Employee Benefit Portal: www.mybenefitshub.com/citruscountysb

Enrollment/Benefit Plan Information	1 - 6
Employee Benefits Specialist	Kimberly Van Etten
Phone Number:	352.726.1931 x 2257
Email Address	VanEttenK@citrus.k12.fl.us

Identity Theft Protection	8 - 10
Provider Name:	LifeLock
Provider Phone Number:	800.607.9174
Provider Web Address:	www.lifelock.com

Telehealth	15
Provider Name:	Access Medical
Provider Phone Number:	800.800.7616
Provider Web Address:	www.accessmedcard.com

Dental	19 - 28
Provider Name:	Ameritas
Provider Phone Number:	800.487.5553
Provider Web Address:	www.AmeritasGroup.com

Disability Income Protection	33 - 36
Provider Name:	OneAmerica
Provider Phone Number:	800.553.5318
Provider Web Address:	www.OneAmerica.com

Term Life Insurance	41 - 44
Provider Name:	Sun Life Financial
Provider Phone Number:	800.733.7879
Provider Web Address:	www.assurantemployeebenefits.com

Cancer	47 - 52
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Critical Illness	55 - 58
Provider Name:	Sun Life Financial
Provider Phone Number:	800.733.7879
Provider Web Address:	www.assurantemployeebenefits.com

Hearing Aids (Value Added Benefit!)	63 - 64
Provider Name:	Hear4Less
Provider Phone Number:	888.538.5081
Provider Web Address:	www.Hear4Less.com

Guidance Resources	7
Provider Name:	ComPsych
Provider Phone Number:	855.387.9727
Provider Web Address:	www.guidanceresources.com

Medical Insurance	11 - 14
Provider Name:	Florida Blue
Provider Phone Number:	800.FLA.BLUE (352.2583)
Provider Web Address:	www.BCBSFL.com

Hospital Indemnity	16 - 18
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Vision	29 - 32
Provider Name:	Ameritas (VSP Network)
Provider Phone Number:	800.877.7195
Provider Web Address:	www.VSP.com

Universal Life Insurance	37 - 40
Provider Name:	Mass Mutual
Provider Phone Number:	855.877.6161
Provider Web Address:	www.MassMutualAtWork.com

Accidental Death & Dismemberment	45 - 46
Provider Name:	CIGNA
Provider Phone Number:	800.732.1603
Provider Web Address:	www.CIGNA.com

Accident	53 - 54
Provider Name:	American Public Life
Provider Phone Number:	800.256.8606
Provider Web Address:	www.AMPublic.com

Flexible Spending Accounts (FSAs)	59 - 62
Provider Name:	Total Administrative Services Corp
Provider Phone Number:	800.422.4661
Provider Web Address:	www.TASConline.com

Optional Life	
Provider Name:	Florida Combined Life
Provider Phone Number:	800.FLA.BLUE (352.2583)
Provider Web Address:	www.BCBSFL.com