

ADAIR COUNTY NEWSLETTER

APRIL 2024



APRIL BIRTHDAYS AND ANNIVERSARIES.

BIRTHDAYS

William Sweitzer	4/06	James Keim	4/21
Christina Pipes	4/25	Vicky Williams	4/30

Anniversaries.

Pam Ashford	12	Kelly Easley	11
Johnny Gunnels	4	Lonnie Harris	33
James Keim	2	Jason Lene	27
Robert McCarty	10	Rose Montgomery	6
Randall Snyder	44	William Sweitzer	7
Jeff Waddle 3			

I would like to welcome 2 new employees:

Loretta Maize: Sheriff's Office

Terri Edwards: Assessor's office

Notable dates for April:

April 1, April Fools Day (Happens to be the Cubs home opener, how fitting, this one is for Mark O. LOL)

April 4, Cardinals Home opener.

April 8, Solar Eclipse

April 24, Administrative Assistant Day

On the 8th of April Globe life will be in the Annex Building providing a lunch and the chance to look at their plans that they offer. Here is a message from Globe Life.

Greetings my county friends,

My name is Kendal and my spouse and I will be visiting with you on Monday April 8th and provide 3k in accidental death for you as the employee, 3k for your spouse (if applicable) and 1k for each dependent child (if applicable). Our purpose is to offer quality, portable and permanent life insurance to employees that will never change price and will travel with the employee upon exit from the county. We partner with many counties in Missouri and Illinois and a lot of employees find it beneficial to purchase whole life policies for their children or grandchildren. The premiums for these policies are elected by the employee and we have individuals who elect \$2.00 per pay period per child. This policy will gain value over the years and can be utilized by the child as they age into adulthood, they may elect to cash in the value accrued to purchase their first home. We look forward to visiting with each of you.



As you should all know by now, all full-time employees now have a household membership to AIR EVAC. This

covers everyone that lives at the employee's address. It is effective if you stay employed fulltime with the county. They said they will be sending out packets to everyone along with stickers.

Workplace Injuries.

I would like to talk about injuries and how to handle them in the workplace. The manual covers it well. I have attached a guide for reporting claims at the end of this newsletter as well as that portion of the employee's manual. We also have cards that you can carry in your wallet, ask your supervisor for one or stop by my office for one.

The main point I would like to get across is to contact MACTrust as soon as possible. If it is a minor injury, they can tell you where to go to get treatment but obviously if it is an emergency go to the ER. The main things are to contact them ASAP. We have set this up so to improve the reporting and speed things up. You no longer must ask HR to do the reporting for you. Inform me yes, but you or your supervisor need to make the call.

If you want anything added in a future newsletter, please let me know.

Michael Orskog, Human Resources.



HOME ABOUT BENEFITS
GUIDE TO REPORTING A CLAIM
SAFETY AND LOSS CONTROL
CONTACT

LOGIN

REPORTING A CLAIM

A QUICK GUIDE TO CLAIM REPORTING

If emergency treatment is necessary, seek medical attention immediately.

Please report the claim within 24 hours of the injury, by using one of the following Claim Reporting Options:

- Nurse Triage 24/7 Call-In- Reporting: (855)-342-6942

The 24/7 call-in service was launched with after-hours and weekend employees in mind, but can be used for any (and all) staff at the county's discretion. It's ideal for use immediately following a non-life-threatening emergency and provides prompt medical direction to your injured worker. For claims where the employee has already sought medical treatment, reporting should be done through the web service or by fax. The RN service is to assist in medical direction at the time of injury.

When using this reporting option, a Registered Nurse will:

- Telephonically triage the claim and make any necessary medical referrals.
 - Obtain the required information from the caller to complete an incident report (All calls are recorded).
 - Forward a copy of the report to 1) the CCMSI claims adjuster, and 2) the designated county contact. A third recipient can be requested.
 - Advise the caller that a CCMSI adjuster will be contacting the injured worker within 24 hours or the next business day.
- Online Web Reporting: If you don't have an online account set up, call Tom Dressler (CCMSI) @ (314)-418-5515. We encourage you to do this **BEFORE** you actually have a claim to file. It's a very easy process!
 - Fax Reporting: Fax the claim information directly to CCMSI at (314)-621-0345.



HOME ABOUT BENEFITS
GUIDE TO REPORTING A CLAIM LOGIN
SAFETY AND LOSS CONTROL
CONTACT

CONTACT US

Missouri Association of Counties
1648 East Elm Street
PO Box 234
Jefferson City, MO 65102-0234
P: 573-634-2120
F: 573-634-3549

HOURS

Hours: 8-4:30 M-F
Closed all legal holidays.

Search





Dear Provider,

RE: Billing Information

To ensure your Workers' Compensation claim is handled in the most efficient manner, please give the following billing information to all workers' compensation medical providers at the time of service:

Claimant Name: Dear Provider,
Issuing Carrier: Safety National Casualty Corp
Claim #:

Billing Address: REBECCA RUSSELL
Attn: CCMSI
133 S. 11th St, Suite 430
SAINT LOUIS, MO 63102

My phone number is listed below for any billing-related questions.

CCMSI requires billing to be submitted on a HCFA or a UB92 accompanied by an itemized service list for payment. It is also crucial that we receive related medical records.

Thank you for your help in making the bill process as smooth as possible.

Sincerely,

REBECCA RUSSELL
Med Only Claim Rep, WC
314-231-4094

Cannon Cochran Management Services, Inc.
133 S. 11th St, Suite 430, - SAINT LOUIS, MO 63102
800-638-3314 • 314-231-4094 • Fax: 314-231-7041 • www.ccmsi.com

FRAUD WARNING: Any person who, knowingly and with intent to injure, defraud, or deceive any employer, insurance company, third party administrator, self-insured program, or any other third party, files an insurance claim containing any false or misleading information, which violates an applicable state statute, is guilty of a crime and subject to prosecution.

Adair County Government Employee Manual

Section 14 Health and Safety

Part 14.4 Workplace Injury Procedure

Revised January 2018

Workplace Injury Procedure:

When an employee is injured on the job, the first concern is for the safety of the injured employee as well as any co-workers or other persons in the vicinity. Witnesses should immediately evaluate the situation, taking measures to avoid further injury to self or others while assisting the injured employee.

It will be the policy of Adair County Government to report all workplace injuries through the following Workers' Compensation administrators:

- Adair County handles Workers' Compensation claims through the Missouri Association of Counties (MAC) Workers' Compensation Trust.
- MAC's third-party Workers' Compensation claims administrator is Cannon Cochran Management Services, Inc. (CCMSI).
- CCMSI has partnered with CompAlliance to provide a 24/7 nurse service to report any workplace injuries. This 24/7 nurse service is call NurseNow

Any injury that requires medical treatment or results in lost time for the employee must be reported.

NurseNow will:

- Take all reports of workplace injury (regardless-even if injury is determined later not to be a WC claim).
- Recommend treatment of injury and make any necessary referrals to local Network WC providers.
- Complete an incident report to submit to CCMSI and the Missouri Department of Labor (if needed).

The medical provider will:

- Determine if the employee will have lost work time.

Procedure Steps:

- If the workplace injury is life threatening, call 911 immediately.
- Injured employee (or representative) must notify a Supervisor. If the Supervisor is not available contact Human Resources @(660)234-7914 or after hours call @(660)341-9184.
- Complete an incident report form, if possible, prior to contacting NurseNow. This form will help collect all the mandatory details necessary to start a Workers' Compensation claim reported to the NurseNow nurse.

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Part 14.4 Workplace Injury Procedure

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- The employee, Supervisor, or Human Resources can report the incident/injury to NurseNow at 1(855)342-6942.
- The NurseNow nurse will discuss and gather details about the workplace injury, recommend treatment, and if medical treatment is necessary contact the local Workers' Compensation providers and coordinate initial treatment.
- Supervisors or Human Resources have the responsibility of determining whether post incident (drugs or alcohol) testing is necessary. TOMO drug screening (Adair County's drug screening service) provides the post-accident alcohol and drug testing. Call (417)887-7697 to schedule the on-site test.
- The NurseNow nurse will complete the incident report needed for CCSMI to process the claim, report the injury to the Missouri Department of Labor (if needed), and provide incident report copies to authorized personnel of Adair County.
- If medical treatment is necessary, NurseNow will contact the selected WC medical provider to discuss the treatment of injury and collect additional information for the Workers' Compensation claim. However, treatment can also be authorized by a Supervisor or Human Resources (prior to contacting NurseNow).
- An employee who seeks unauthorized medical attention (non-life threatening) without a referral by the NurseNow nurse or by their Supervisor or Human Resources may be responsible for all medical expenses incurred.
- Injury leave will only be granted with a doctor's authorization.
- A return to work authorization from the doctor will be needed in order to resume work.
- Prescription card information for related WC claims is on the back of the NurseNow card.
 - Employees should not use their own health insurance prescription card.
 - A prescription number will be provided by NurseNow and should be used at the pharmacy to fill the employee's prescription.
 - Any pharmacy can be used.

Adair County Government Employee Manual

Section 14 Health and Safety

Part 14.5 Workplace Injury Medical Providers

Revised January 2020

Workplace Injury Medical Providers:

I. Medical Treatment for Emergency Workplace Injuries:

REQUEST AN AMBULANCE (911) IF INJURY IS LIFE-THREATENING

Emergency workplace injuries:

Northeast Regional Medical Center
315 S. Osteopathy St.
Kirksville, MO 63501
(660)785-1000

II. Medical Treatment for Non-emergency Workplace Injuries During Work Hours

Non-emergency workplace injury within the hours of 8:30am-4:30pm:

1 *First call:*
800 W Jefferson (3rd floor of the Gutensohn Clinic)
Kirksville, MO 63501
(660) 626-2223

IF above not available:
Complete Family Medicine Urgent Care Clinic
1611 S. Baltimore
Kirksville, MO 63501
(660)665-7575

III. Medical Treatment for Non-emergency Injuries After Hours:

Non-emergency workplace injury outside the hours of 8:30am- 4:30pm:

Complete Family Medicine Urgent Care Clinic
1611 S. Baltimore
Kirksville, MO 63501
(660)665-7575

If Urgent Care is not available:
Northeast Regional Medical Center
315 S. Osteopathy St.
Kirksville, MO 63501
(660)785-1000