



PO Box 46350
Las Vegas, NV 89114
Phone: (909) 843-9155
Fax: (909) 843-9156

Dear Insured:

Benchmark Administrators (BMA), a third-party administrator affiliated with your workers' compensation insurance carrier, has been appointed to provide workers' compensation claims management services. We are pleased to offer these services to you.

BMA's claims professionals work closely with you in an effort to obtain the best possible outcomes on worker's compensation claims. Our goal is to ensure employees receive timely and appropriate medical care, enabling them to return to work as quickly and safely as possible.

Your "Claims Kit", which includes the forms necessary for you to report your workers' compensation claims, can be located at www.benchmarkadministrators.com. They are also attached.

The Claims Kit contains the following:

- Employee's Claim for Workers' Compensation (DWC-1) – which must be completed by the employee and employer if an injury occurs;
- Employer's First Report of Injury (Form 5020) – which must be completed by the employer if an injury occurs; and
- DWC Notice to Employees Poster – which should be posted in a conspicuous location, such as a break room.

Benchmark Administrators' Options for Reporting a New Claim:

- Go to www.benchmarkadministrators.com and report via online submission of the Employer's First Report of Injury (Form 5020).
- Fax the Employer's First Report of Injury (Form 5020) and Employee's Claim for Workers' Compensation (DWC-1) to (909) 843-9156.
- E-Mail the Employer's First Report of Injury (Form 5020) and Employee's Claim for Workers' Compensation (DWC-1) to coverage@trean.com.

Networks by Design Medical Provider Network

A Medical Provider Network (MPN) is a group of health care providers designated by an employer to treat the work-related injuries of its employees. It is an important part of an effective workers' compensation program. Use of an MPN can greatly reduce claims costs and promote early return to work. The MPN established for Benchmark Administrators is Networks by Design, which can be accessed at www.netbyd.com/NbdMpn.

MPN Notification Distribution Instructions

Provide the injured employee with a copy of the Employee MPN Notification document. The notice must be given in English and Spanish to Spanish-speaking employees. English and Spanish versions of the MPN Notice may be downloaded from our website at www.benchmarkadministrators.com.

We have also attached them for your convenience.

MPN Physician Locator

To locate a physician or facility in the insurance carrier's MPN, visit the Networks By Design website at www.netbyd.com/NbdMpn and select "NBD Plus MPN" from the Network dropdown to begin your search. You can also call our MPN Customer Service Coordinator for assistance.

If you have any questions concerning a claim, physician, clinic, or have problems with the website, please call Benchmark Administrators at (800) 362-5198.

We look forward to serving you.

R. Giovanni Fuentes
Regional Director of Claims, Western Region
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