



430 N. Vineyard Ave. #200
Ontario, CA, 91764

Phone—(909) 843-9155
Fax—(909) 843-9156

Dear Insured:

Benchmark Administrators (BMA) is a third-party administrator affiliated with your workers' compensation insurer, Benchmark Insurance Company. BMA has been appointed by Benchmark Insurance Company to provide workers' compensation claims management services. We are pleased to provide those 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 prompt and appropriate medical care, allowing them to return to work within the earliest time frame.

Your "Claims Kit", which includes the forms necessary for you to report your workers' compensation claims, can be located at <http://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 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 on-line 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 Fax the Employer's First Report of Injury (Form 5020) and Employee's Claim for Workers' Compensation (DWC-1) to firstreport@benchmarkadministrators.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. Their website is <https://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 at our website: www.benchmarkadministrators.com.

We have also attached them for your convenience.

MPN Physician Locator

To locate a physician or facility in the Benchmark Insurance Company MPN, please visit us at <https://www.netbyd.com/NbdMpn/>, or call our MPN Customer Service Coordinator.

If you have any questions concerning a claim, physician, clinic, or have problems with the website, please call Benchmark Administrators at 909-786-1824.

We look forward to serving you.

Danny Thorn
Regional Claims Manager
430 N. Vineyard Ave., Ste. 200
Ontario, CA 91764
909-843-9155