

OFFICE OF HUMAN RESOURCES

Angela S. Nalezny, Director

RISK MANAGEMENT



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

400 City Hall Annex
25 West Fourth Street
Saint Paul MN 55102-1631

Telephone: 651-266-6500
Facsimile: 651-266-8886

January 1, 2008

Dear New Employee:

The City of Saint Paul is a certified managed care employer who uses CorVel for managed care nurse case management and bill review of all workers compensation claims.

If you are injured in the course and scope of your employment, you are entitled to receive the benefits set forth under Minnesota statutes. These can include payment of your medical bills, lost wages and rehabilitation.

If you are injured, you must report the injury to your supervisor as soon as is possible, but no later than 24 hours after the injury. You will need to complete an 'Employee's Safety Report', and your supervisor will complete a 'Supervisor's Safety Report' and a 'First Report of Injury' form. You will then receive a managed care identification card and a brochure explaining the managed care process.

You will receive a letter from the adjuster assigned to your file, and one from a nurse case manager providing their contact information. If you have any questions about workers compensation, please contact Risk Management in the Office of Human Resources at 651-266-6500 or CorVel at 612-436-2400.

Sincerely,

A handwritten signature in blue ink that reads "Sandra Bodensteiner".

Sandra Bodensteiner
Claims Manager