# WELCOME TO mma programs – Workers’ compensation program

TRISTAR Risk Management is the designated third-party administrator (TPA), contracted on behalf of NOVA Casualty Company, for the Marsh & McLennan Insurance Agency LLC exclusive to MMA Programs.

**REPORT A CLAIM:**

All claims occurring during the current policy year should be submitted promptly to TRISTAR for handling.

At binding you will have received a claims kit. All forms necessary for reporting claims are in the claims kit, if you are in need of a new claims kit please contact MMA Programs:

* Form DWC 5020 - Employer’s Report of Occupational Injury or Illness

In the event of injury, complete this form. Report the claimusing one of the following methods:

* + Mail to TRISTAR promptly but no later than five days after your knowledge of the injury
	+ Fax to (858) 715-8801 or (858) 715-8816
	+ Telephone the 24 hour reporting number: (877) 556-5338
	+ Email to MMAPrograms@tristargroup.net
* Form DWC-1 - Workers’ Compensation Claim Form and MPN Notice and Acknowledgement

Within one day of your first knowledge of a work related injury claim, provide claimant with these forms for completion and return. While it is not necessary for the claimant to return the DWC1 form, it is legally required that the employer furnish a copy. Furthermore they should sign the acknowledgement they received the form and the MPN notice.

* Form DWC-7 English and Spanish - Notice to Employees - Injuries Caused by Work

Both language versions must be posted “in a conspicuous location frequented by employees during the hours of the workday.” MPN effective date must be added, which is the policy effective date.

* Time of Hire Pamphlet

This form can be used to provide information to new employees about workers’ compensation benefits as well as the right to predesignate a personal physician, chiropractor or acupuncturist in the event of a work injury. It includes the forms that may be used to do so.

* First Aid Injuries Effective January 1, 2017

Effective January 1, 2017, all First Aid claims must be reported to and paid by your insurance carrier NOVA Casualty Company. Please ensure all first aid claims and related invoices for medical services are forwarded to TRISTAR Risk Management for processing.