

IRMA New COVID-19 Claim Process and COVID Czar Report Form

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📎 5 attachments (570 KB)

Quarantine Tracking Spreadsheet.xlsx; Contract Tracing Worksheet.xlsx; Employee-Statement-of-Incident COVID-19 Version 11.18.2020.pdf; COVID Czar Report Form.pdf; IRMA COVID Spike at IRMA Members;

This email is being sent to the Delegates, Alternates, Claims Coordinators and Department Heads.

As indicated in my previous correspondence (attached), IRMA recommends all members assign a COVID Czar to help curb spiking cases and increasing claims during this second wave. This appointed Czar should have authority across all departments to enforce COVID-19 mitigation strategies and discipline those that do not follow them. The Czar should work closely with organizational leadership, the designated Claims Coordinator, and IRMA. The IRMA claims team has identified contact tracing as a critical component of claim management when an outbreak occurs. To assist both your internal tracking and IRMA claim submissions, there are **two additional** COVID-19 Forms required to be submitted with COVID-19 claim paperwork:

- COVID Czar Report
- Contact Tracing Worksheet

Additionally, an update has been made to the Employee Statement of Incident Form – COVID-19 Version. Also attached is a quarantine tracking spreadsheet that can be used internally. All new and updated forms mentioned are attached to this email and are available on our website at <https://irmarisk.org/Claims/Claim-Forms.aspx>.

As a reminder:

Members should submit claim paperwork for COVID-19 cases when:

1. The employee tested positive and:
 - a. There is a known work exposure (submit contact tracing information)
 - b. There is not a known work exposure and there is not a known alternate source

Members should NOT submit claim paperwork for COVID-19 cases when:

1. The employee has not tested positive.
2. The employee has tested positive, but there is a known alternate source.

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