



# Risky Gnus



October 2009

**GNUS FROM YOUR  
RISK MANAGEMENT  
DIVISION OF CAO'S OFFICE**

## Risky Gnus

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The team from Risk Management would like to wish all employees a happy and safe holiday season.

### Up coming Holiday 's

- October 12th Presidents Day
- November 11 Veterans Day
- November 26th & 27th Thanksgiving
- December 25th Christmas

## Welcome to the Second Edition of Risky Gnus

I would like to take this opportunity to thank all the wonderful County employees out there for their support and understanding. As you know Risk Management has recently taken over the administration of Health Insurance from Personnel. The most compelling reason for this action was to consolidate all the employee benefits into one location. Risk Management has administered Dental, Vision, Life and Voluntary Benefits for quite sometime. With this recent change it affords you the employee a "one stop shopping center" so to speak. It also allows us to help you better manage your benefits to assure you are up to date and receive full value of what is available for you and your

Family.

Within the next several months we will be adding links to our Risk Management website that will give you access to special programs available through the carriers of our benefits. As information is posted it will be announced under "Hot Topics" on the Intranet main page. Our goal is to make available through the Risk Management web page as many resources as possible to you for any of your risk management needs. This will include benefit information as well as forms, policies, procedures, training opportunities, etc. This is an ongoing long term project so keep checking in on our web page as this will be your source for up to date information.

We have recently formed an

Employee Benefit Committee that will meet regularly to evaluate employee benefits. The purpose of this committee is to continually assess how effective the current benefits are and review and discuss any problems or issues that may arise. If you have any comments regarding your benefits please free to email Risk Management and we will respond to your concerns.

Your input and suggestions are a valuable resource, we take your thoughts and ideas very seriously. It is through collective creative thinking that we can make Humboldt County number one in the state.

Jo Ann Gath  
Risk Manager

### How To Contact Risk Management

Main Email Address: [riskmanagement@co.humboldt.ca.us](mailto:riskmanagement@co.humboldt.ca.us)

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**Make Safety Your Business.....** For all of us to have a safe work environment, everybody has to take responsibility and participate. Keep in mind these three levels of responsibility and participation.

**The First Level** - your involvement in performing your job assignments safely. For example:

- Using tools and equipment safely per manufacturer guidelines or as instructed correctly.
- Wearing required personal protective equipment (PPE)
- Talking to your supervisor when you have questions about hazards or procedures. Communication is extremely important.
- Lifting properly to prevent back injuries. Sometimes this may mean asking for assistance from a co-worker.
- Avoiding horseplay and other risk-taking behavior. Work safe and play safe.

**The Second Level** - goes beyond particu-

lar jobs and encompasses the work area and work group. For example:

- Reporting unsafe conditions. Do not assume that an unsafe condition has already been reported.
- Keeping the work area clean and organized for safety. Good housekeeping is illness and injury prevention.
- Reporting accidents and near misses. Be aware of what forms need to be completed, where these forms are available, and who these forms need to be forwarded to.
- Looking out for co-workers and public patrons within your work facility and helping them keep safe. The "Buddy System" is a winner when it comes to safety.

**The Third Level** - involves organization

wide participation (all county employees). For example:

- Looking for ways to make the work and the work environment safer.
- Sharing safety ideas. Communicate ideas to your co-workers and supervisor.
- Participate and attend safety training programs.
- Reach out to co-workers throughout the organization to encourage everyone to work more safely. Look out for each other and communicate about safety.

To create the safest work environment all employees need to be involved at all levels, so do your share. Participate in safety, whether it is by working and completing your assignments in a safe manner, by attending safety training programs, etc.

### **Safe Driver Test.....Do you qualify as a defensive driver?**

Take this quiz to find out.

1. Defensive driving means:

- A. Note letting other drivers push you around.
- B. Using the driving techniques of race-car drivers.
- C. Looking out for yourself and other drivers on the road.

2. If it looks like you're going to be in a head-on-collision:

- A. Slow down and swerve to avoid it.
- B. Turn broadside to the oncoming car.
- C. Throw your hands in front of your face to protect your head.

3. When following another vehicle, stay:

- A. 1 to 2 seconds behind.
- B. 2 to 4 seconds behind
- C. 5 seconds behind

4. When passing on a two-lane road:

A. Check to see if any traffic is coming toward you.

B. Check to see if anyone behind you is moving out to pass.

C. Both "a" and "b".

5. If your vehicle starts to skid:

A. Turn the wheel in the direction you want the rear end of the vehicle to go.

B. Turn the wheel in the direction you want the front end of the vehicle to go.

C. Keep the wheel straight and apply the brake.

6. When driving after dark:

A. Decrease the distance between you and the car in front.

B. Increase the distance between you and the car in front.

C. Neither "a" nor "b".

7. In the United States, motor vehicle

accidents are the:

A. Number one cause of accidental death.

B. Number two cause of accidental death.

C. Number three cause of accidental death.

8. If your car is equipped with air bags, the law says:

A. Don't wear a seat belt.

B. Wear a seat belt.

C. Wearing one is optional.

9. Turn on your headlights:

A. At sunset.

B. ½ hour after sunset.

C. ½ hour before sunset.

Answers: (1) c (2) a (3) b (4) c (5) b (6) b (7) a (8) b (9) c



### Company Nurse

Humboldt County utilizes Company Nurse for the primary benefit of improving medical care for injured employees, as well as, facilitating timely, accurate reporting of injuries; and to triage injuries to the best, most appropriate level of care. By using a Nurse triage program, the employee or supervisor calls the toll-free hotline 877-740-5017 to report an injury 24-hours a day. This is to assist the employee with initiating their Workers' Compensation Claim and Risk Management to determine if there is a safety issue that needs to be addressed.

The triage nurses are trained to perform thorough questioning to gather comprehensive injury information, using treatment protocols and sophisticated algorithms (procedure for solving problems). The triage nurse systematically identifies the right course of treatment. In certain cases, the triage nurse will advise the employee to seek medical treatment with either their primary physician, if you have a Predesignated Physician form on file, (prior to your injury) or with Urgent Care's facility located at St. Joseph's Hospital. Or after speaking with the triage nurse, many times the injured employee does not require additional medical services other than first aid instructions.

After contacting Company Nurse, you'll be given a confirmation number, such as DQ00000. This is not your Workers' Compensation Claim number. The confirmation number is to be used to update your information with the triage nurse. Such as, after you report a first aid claim, you then discover that you are in need of medical treatment, you would contact Company Nurse again, give your confirmation number and all of the claim forms will be updated with current information and forwarded to Risk Management.

When you contact Company Nurse at 877-740-5017, the 24-hour automatic answering will ask you several questions to determine what assistance you require. Press #1 for English (if that is your language). Then you will be asked several more questions. Press #2 to report a first aid claim (documentation for injury/illness, but not seeking medical treatment); or Press #3 for medical treatment, which means you are reporting your injury/illness and requesting medical treatment.

When the triage nurse answers your phone call, specific information will be asked to complete your actual claim form, known as the DWC-1 (Division of Workers' Compensation form), the Supervisor Report, and the 5020 form, which is your Employer's Report of Injury.

In a previous article, "If I'm Injured On-The-Job, Who Treats My Injury, " I spoke of the Predesignated Physician Form that both you and your primary physician must complete and sign, prior to a work related injury/illness, and forward to Risk Management. When the Predesignated Physician Form is forwarded to Risk Management, we in turn, forward the Predesignated Physician form to both our Third Party Administrator, Corvel and Company Nurse. Wherein, when you contact Company Nurse, the triage nurse has your Predesignated Physician information and can referred you to your primary physician, without you having to contact Risk Management immediately and delaying the process for medical treatment.

Tamra Sundell

Risk Analyst

## EAP

(Employer Assistance Program)

For those employees that are not aware, Humboldt County pays for an array of services that each employee and eligible dependents are entitled to, through MHN, at no cost to the employee. Employees may have up to three visits for each service available. To access these services you may either visit on-line [www.members.mhn.com](http://www.members.mhn.com) register with access code: humboldt. Or you may call the toll-free 24 hours a day, seven days a week: (800) 242-6220.

When you contact MHN, a specialist will promptly answer your call. Based on your needs, the specialist will either provide a referral to a counselor or consultant, or connect you with one. EAP services are confidential and abide by state and federal mandates, and your identity is protected by law.

Clinical Counseling may include Grief and loss, Anger management, Depression, Alcohol and drug dependency, Marriage, family and relationship issues, as well as other emotional health issues.

If you have a problem accessing the MHN Newsletter, here is the procedure:

- Open the link
- Click on Register
- Click on Return to Login
- User is there first initial last name
- **YOUR ACCESS CODE IS humboldt**
- Group # 1279

## ***\*\*\*Training Highlights for October – November – December\*\*\****

### ***Safety Training*** – (required annually for all County employees)

**Date & Time:** October 28, 2009 from 8:30 a.m. ~ 12 p.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** This training is scheduled for all employees and newly hired employees. The training covers several topics such as IIPP, Hazard Communications, Hearing Conservation, Heat Stress, Ergonomics, Vehicle Accidents, Facility Action Plan, Emergency Action Plan and Fire Prevention, Workplace Security, Introduction to Bloodborne Pathogen, Communicable Diseases, and Workers' Compensation.

### ***CPR/First Aid Training*** – (required every two years)

**Date & Time:** November 3, 2009 from 8 a.m. ~ 5 p.m.

**Location:** Eureka Fire Department (533 "C" Street, Eureka)

**Description:** This eight hour class consists of four hours of adult CPR and four hours of basic first aid.

### ***Discrimination Prevention/Sexual Harassment Training*** – (required annually for all County employees)

**Date & Time:** November 19, 2009 from 9:30 a.m. ~ 11:30 a.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** Respect and professionalism in the workplace. Jennifer Brown Shaw, with Shaw Valenza LLP, conducts live training that fully complies with AB 1825, the California law mandating sexual harassment training. Jennifer Brown Shaw carefully follows the development of the law and regulations. She is fully qualified under the statute and her subject matter meets every requirement. Jennifer's style keeps attendees entertained and engaged.

### ***Ethics Training (AB 1234)*** – (required every two years for all County employees)

**Date & Time:** November 19, 2009 from 1 p.m. ~ 3 p.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** Understating your ethical responsibilities at work. Public employees and officials are required to participate in ethics training every two years. Jennifer Brown Shaw, with Shaw Valenza LLP, has conducted AB 1234 compliance training for employees of cities and counties throughout California. Her training goes farther than merely complying with the statute's minimum standards. Jennifer Brown Shaw uses practical examples and interactive role playing exercises to reinforce the substantive principles covered during the session.

### ***Supervisors Sexual Harassment Training*** – (required every two years, if you are a supervisor)

**Date & Time:** November 19, 2009 from 3 p.m. ~ 5 p.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** Jennifer Brown Shaw, with Shaw Valenza LLP, conducts live training that fully complies with AB 1825, the California law mandating sexual harassment training for supervisors every two years. Jennifer Brown Shaw carefully follows the development of the law and regulations. She is fully qualified under the statute and her subject matter meets every requirement. Jennifer's style keeps attendees entertained and engaged.

### ***Disaster Training (ICS 100, 200, 700)*** – (required one time only for all County employees)

**Date & Time:** December 3, 2009 from 8 a.m. ~ 2 p.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** This training covers ICS-100 Introduction to Incident Command System, ICS-200 for single Resource and Initial Action Incidents, and ICS-700 National Incident Management System (NIMS).

### ***Safety Training*** – (required annually for all County employees)

**Date & Time:** December 17, 2009 from 8:30 a.m. ~ 12 p.m.

**Location:** Board of Supervisor Chambers (Courthouse – 825 5<sup>th</sup> St., First Floor, Eureka)

**Description:** This training is scheduled for all employees and newly hired employees. The training covers several topics such as IIPP, Hazard Communications, Hearing Conservation, Heat Stress, Ergonomics, Vehicle Accidents, Facility Action Plan, Emergency Action Plan and Fire Prevention, Workplace Security, Introduction to Bloodborne Pathogen, Communicable Diseases, and Workers' Compensation.

**Vision Health** Millions of Americans, from infants to seniors, have uncorrected vision problems. Some vision problems have no warning signs and can cause permanent vision loss if left untreated. This is why regular eye exams are the best way to ensure healthy vision for you and your family.

Want to prevent or slow vision loss? The best way to accomplish this is with early detection through regular eye exams. Check out these warning signs of eye problems and vision problems in adults and children.

Warning signs of Vision Problems in adults include:

- Double Vision
- Difficulty reading and doing close-up work
- Changes in the way you see color
- Impaired vision at night, especially while driving, caused by effects of bright light

- Frequent changes in your eye-glass prescription
- Problems with glare from lamps or the sun
- Halos around lights
- White spot or cloudy spot in the lens of the eye (the pupil, instead of being black appears milky or white)
- Trouble seeing things to your side

Warning signs of Vision Problems in Children include:

- Squinting, closing or covering one eye
- Constantly holding materials

- close to the face
- Tilting the head to one side
- Rubbing eyes repeatedly
- One or both eyes turn in or out
- Redness or tearing in the eyes
- Premature birth
- Developmental delays
- Family history of “lazy eye” or “thick glasses”
- A disease that affects the whole body (such as diabetes, sickle cell or HIV)

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### Vision Insurance and Reimbursements

Vision insurance mirrors your Health Insurance enrollment and the same rules apply to vision as to your Health Insurance. All regular employees are automatically enrolled in the Vision Plan.

All dependents you have enrolled under the Health Insurance plan are entitled to Vision benefits. If you elect to not participate in the Health Insurance plan, you as the employee are still entitled to Vision Benefits.

After you visit your eye care pro-

vider, if you have paid for your services you can provide a copy of your receipt to Risk Management for reimbursement. In some cases your provider will file a claim on your behalf. If that is the case you will receive an EOB (Explanation of Benefits) letter letting you know that your services were paid.

**For vision reimbursements, log on to the Risk Management website to download the reimbursement form and send it in with copies of your receipts to:**

**County of Humboldt  
Risk Management  
825 5th Street Room 131  
Eureka CA 95501**

**Check the last page of this newsletter for a copy of the reimbursement form.**



**Blood Draw**

The first Blood Draw for 2010 is scheduled for February 8th. Employees will receive a flyer sometime in December with details. You can contact Risk Management at that time to schedule an appointment.

# October is National Fire Safety Month

## Risk Assessment

Prior to fighting any fire with a portable fire extinguisher, those involved must perform a risk assessment that evaluates the size of the fire, the evacuation route the fire extinguisher users will use and the atmosphere in vicinity of the fire.

<b>Characteristics of fires that <b>CAN BE</b> extinguished with portable fire extinguishers:</b>	<b>Characteristics of fires that <b>SHOULD NOT</b> be extinguished with portable fire extinguishers:</b>
<p>The fire is limited to the original materials ignited</p> <p>It is contained in a wastebasket or other receptacle</p> <p>The flames are no higher than the fire fighter's head</p> <p>The fire has not depleted the oxygen in the room</p> <p>Heat is being generated but the room temperature is only slightly increased</p> <p>Smoke may be accumulated on the ceiling but visibility is good</p> <p>There is a clear evacuation path behind the fire fighter as he uses the extinguisher</p>	<p>The fire involves flammable solvents and has spread over more than 60 square feet</p> <p>It cannot be reached from a standing position</p> <p>It is partially hidden behind a wall or ceiling</p> <p>The fire cannot be fought without respiratory protection</p> <p>The radiated heat is easily felt on exposed skin making it difficult to approach to within 10-15 feet of the fire</p> <p>Smoke is filling the room very quickly decreasing visibility</p> <p>Fire, heat or smoke may block the evacuation path</p>

## Delta Dental Benefits Information

Are you aware that on January 1, 2009, Humboldt County employees had a major increase to their dental benefits? Here is a brief overview of your benefits;

Deductibles: \$25.00 per person, \$75.00 per family, per calendar year

Deductible Waived for

Diagnostic & Preventable: Yes

Annual Maximum: \$1500.00 per person, per calendar year

Waiting Periods: Crown & Casts; None / Prosthodontics; None

Diagnostics & Preventative: 80% Covered / 20% Co Pay

Basic Benefits: 80% Covered / 20% Co Pay

Crowns/ Cast Restorations: 80% Covered / 20% Co Pay

Prosthodontics: 80% Covered / 20% Co Pay

Who is eligible? All regular employees who work at least 30 hours per week are eligible. Benefits start the first day of the month following three months of continuous employment. Your legal spouse, legal domestic partner, unmarried dependent children (until their 19<sup>th</sup> birthday), unmarried dependent children until their 23<sup>rd</sup> birthday (if enrolled in an accredited school, college, or university). "Dependent Children" also means stepchild, adopted children, children placed for adoption and foster children, provided they are dependent on you for support and maintenance.

Full time students (12 or more units) need to provide a copy of their class schedule to Risk Management every quarter/semester to retain coverage.

Please remember anytime you have a status change, you need to fill out a new Delta Dental enrollment form. A status change can be marital, a newborn (even though babies don't have teeth yet), adding or deleting a dependent, or simply an address change. It is important that all information is accurate and current to avoid a delayed or rejected claim.

Please read this as it may apply to you. During the Delta Dental open enrollment at the beginning of 2009, if you did not list all your eligible dependents, then they have been terminated from your plan. If you have any questions about who is covered under your plan, please call Robert Rabago at 268-3666.

Robert Rabago

Risk Analyst/Safety Officer

**New Plan Administrator for Voluntary Insurances and Flexible Spending Account**

We are pleased to announce that “The Farmington Company” will be the new administrators for the Voluntary Insurances and the Flexible Medical/Dependent Care benefits. By now all eligible Humboldt County employees should have received an information packet in the mail explaining the available benefits. The information you received has the Humboldt County Logo on it to keep it from being mistaken as an insurance advertisement. Please take a few minutes to read through the material as there are numerous changes that may be beneficial to you.

The insurances available will be Universal Life, Disability, Accident, Critical Illness, and Pet. A major change with the voluntary insurances is you will be able to add, delete or make changes anytime during the plan year.

The Flexible Medical Spending Account has been increased from \$2,000.00 to \$5,000.00. An added benefit is that you will have an additional 75 days in 2011 to spend your allocation. This plan runs January 1, 2010 through December 31, 2010, with no changes allowed during the plan year per IRS law.

Farmington representatives will be in Humboldt County for open enrollment October 6, 2009 through October 23, 2009. Representatives are looking forward to meeting with you and your significant other if you should so choose, to discuss enrolling. Please see the contact person assigned to your department to make an appointment with a Farmington Representative.

Robert Rabago

Risk Analyst/Safety Officer

## Target Safety

We are pleased to announce that we are ready to open the Target Safety Program to all Humboldt County employees. Some employees have already accessed the website and completed assignments or custom activities. The feedback we are receiving from the test subjects has been very positive, so now it is your turn to log in and try out the program!

To begin you will log onto the Target Safety Website at [www.targetsafety.com/humboldtco](http://www.targetsafety.com/humboldtco), and enter your user name and password. Your user name in

most cases will be your first initial and last name, all lower case, one word. If you are a first time user your password will be the word password. You will be prompted to change your password to a word you can remember. If you have a problem logging on please contact Shelle at Risk Management for assistance.

Once you are logged on, you will notice you have a few assignments ready to complete! The most important assignment will be the EPN and Private Vehicle Authorization. In the past employees have

signed this form yearly. That paper form is now a thing of the past. You will sign the document in this assignment once and never need to worry about it again while employed by the County of Humboldt. The assignment is fairly simple. Fill in your name, CA license number and the class of your license. Answer the approval question with a Yes or No. If your answer is no print the page, sign your name by the date completed, print the form and return it to Risk Management. If your answer is yes, click the link to EPN and Personal Vehicle Authorization. Please read the entire document. You may print it out for your records. Once you have read the document, close it and click the EPN and Private Vehicle questionnaire link. Complete the questions and click submit test answers button. When you are back on the form, fill in the date and time completed, check that you have read and understand the document and submit as complete. Once the assignment is complete you may go on to another assignment or close the program.

All county employees will be assigned supervisors over their Target Safety trainings. You will be contacted via email monthly letting you know assignments or custom activities you have waiting for completion.

Watch for more Target Safety information in upcoming newsletters.

The image shows two screenshots from the Target Safety website. The top screenshot is the login page, which includes the Humboldt County logo, a 'Help' button, a 'Log-in' button, and a 'Privacy' button. The login form has fields for 'Username:' (with a placeholder 'firstinitiallastname') and 'Password:' (with a placeholder 'password'). Below the form is a 'Login' button and a link for 'password recovery tool'. The main heading is 'PreventionLink Update!' and the text below it says: 'TargetSafety is pleased to announce the launch of a new interface for all PreventionLink training courses. With this interface, you now have the option to view a multimedia introduction of each course, complete with video and sound. You can also take advantage of other new features, including a streamlined user interface and the ability to easily:

- Take and save notes.
- Access information about the content, such as course duration and references.
- Update your settings to view or bypass the multimedia components.

Below this is a link to a video: 'To view a short video introducing the new PreventionLink course interface, click on the image below.'

The bottom screenshot shows a video player interface titled 'Menu Options' and 'TargetSafety'. The video player has a play button and a video thumbnail showing a police officer. The video content includes text about officer fatigue: 'Law enforcement officers' job requirements will vary in many ways, but one obstacle that is often overlooked is officer fatigue. Police officers work around the clock, and these hours, along with the already dangerous job tasks they must perform, can lead to sleep loss. Loss of sleep negatively impacts officers in that it leads to decreased alertness, deterioration of performance, health issues, and ultimately compromised safety on the job. According to the Tired Cop study, 44% of police officers reported acting in an unsafe manner or taking unnecessary risks due to fatigue. Additionally, this study concluded that police officers are more fatigued than other occupational groups due to their strenuous work environment.'

Below the video player is a list of lessons:

- Lesson 1: Challenges of a 24/7 Critical Shift
- Lesson 2: Effects of Shift on Sleep and Circadian Rhythms
- Lesson 3: Consequences of Sleep Loss and Circadian Rhythms
- Lesson 4: Circadian Rhythms, Shift, Alertness, and Performance
- Lesson 5: Performance Data from 24/7 Law Enforcement Shiftwork
- Lesson 6: Sleep Inertia and Circadian Sleep Debt
- Lesson 7: Effects of Shift, Home, and Sleep Disturbances
- Lesson 8: Substance, Chronic Disruptors
- Lesson 9: Circadian Rhythms, Sleep, and Performance
- Lesson 10: Sleep Debt Disturbances
- Lesson 11: Sleep: Core Fatigue

At the bottom of the video player interface, there are buttons for 'Help', 'Settings', and 'Quit'.



COUNTY ADMINISTRATIVE OFFICE  
RISK MANAGEMENT DIVISION  
COUNTY ADMINISTRATIVE OFFICE  
825 5TH STREET, ROOM 131, EUREKA CA 95501  
TELEPHONE 707-268-3669 FAX 707-268-2546  
EMAIL riskmanagement@co.humboldt.ca.us

**HUMBOLDT COUNTY VISION PLAN  
REIMBURSEMENT CLAIM FORM**  
Required for reimbursement after January 1, 2010

**Section 1 - Personal Information**

**Employee Name (Please Print or Type)**

---

**Employer Name**

---

**Patient Name**

---

**Mailing Address**

---

**Work Phone**

---

**Home Phone**

**Section 2 - Claim Information - Exam**

**Provider Name**

---

**Date of Service**

---

**Service Description**

---

**Cost for Services**

**Section 3 - Additional Claim Information - Eyewear/Contacts**

**Provider Name**

---

**Date of Service**

---

**Service Description**

---

**Cost for Services**

---

**Employee Signature**

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Please fill out form completely and return to Risk Management along with receipts. You may send via mail, fax or interoffice mail.