



What to Expect: An Overview of Materials and Resources for New Members



Successful Workers' Comp administration has several distinct aspects that must be coordinated. For this reason, we have differentiated Group activities and information into four categories: Claims, Loss Control, Membership and Billing.

To ensure success, we want to work closely with you in each of these four areas. We encourage you to define your organization's Workers' Comp roles and responsibilities along these lines, and to use the resources and contacts available within each of these areas. NPU will contact you when your membership commences to explain the following services and confirm the identity of your contact person in each of these areas:

NON PROFITS' UNITED and Your company name:

Membership

Contact:
Anna Marie Will
Non Profits' United
(877) 551-6717
annamarie@nonprofitsunited.com

Materials:
Your **Membership Binder** contains your membership documents, Memorandum of Coverage, incorporation documents, and financial information.

Obtaining services:
Items contained in the **Membership Binder** are for **your records**. Please feel free to call Anna Marie if you have any questions about the contents of your Membership Binder.

Claims & MPN

Contact:
Gregory B. Bragg and Associates
(800)-922-5020

Kelly Stallcop, Claims Manager
(916) 960-0962 kelly.stallcop@gbbragg.com

Kim Silas, Claims Supervisor
(916) 960-0993 kim.silas@gbbragg.com

John Matthews, Claims Examiner A-R
(916) 960-0982 john.matthews@gbbragg.com

Julia Hilbert, Sr. Claims Examiner S-Z
(916) 960-0994 julia.hilbert@gbbragg.com

Federica Simpson, Future Medical A-G (916) 580-1826 federica.simpson@gbbragg.com

Kathy Hice, Future Medical H-Z (916) 960-0953 kathryn.hice@gbbragg.com

Brian Allen, Claims Assistant and Medical Only (916) 960-0951

Herb McDuffee, Risk Analyst (916) 960-0941

Materials:
Your **Claims Manual** explains when and how to report employee injuries, and how to work with examiners and employees during the claims process. *All injuries and claims must be reported to NPU-WCG's Third Party Adjuster, Bragg and Associates.*

Obtaining services:
Bragg and Associates will contact you to obtain information from you, explain the claims process, explain the MPN process and answer any questions you may have about handling claims. **If you have any questions about claims you may contact Kelly Stallcop directly.**

Billing

Contact:
Tim Mulvenon
Non Profits' United
(800) 442-4742
timm@nonprofitsunited.com

Materials:
Your **Monthly Self Audit Invoice** will be sent to you within the first week of membership. A sample invoice is in your Membership Binder.

Obtaining Services:
NPU administers the monthly billing process. You may contact Tim Mulvenon directly with any questions regarding payment.

Loss Control

Contact:
Don Martin
Non Profits' United
(800) 442-4742
don@nonprofitsunited.com

Kelly Stallcop
Gregory B. Bragg and Associates
(800) 922-5020
(916) 960-0962 direct

Your personalized **Risk Management Plan** will be developed by you and our Loss Control staff based on information you share about past losses and current safety practices. We will contact you soon to begin work on your plan! **Please contact Don Martin or Kelly Stallcop with any questions you have about Risk Management and Loss Control.**