



Employer Enrollment Process for the Travelers Kentucky Managed Care Plan (MCP)

1. Notify your current employees that your company is implementing the MCP.
2. Distribute the required materials to all your current employees and any newly hired employees. These are found in the Kentucky Worker's Compensation MCP Handbook.
 - a. Sample Letter to The Employee
 - b. Employee Rights & Responsibilities
 - c. Employee Grievance Procedure
 - d. You may consider holding a general meeting to distribute the materials, sending a mass email with an attachment, or attaching to paycheck stubs.
3. Complete the Enrollment Form found in the Kentucky Worker's Compensation MCP Handbook and return it to Travelers, verifying the actual date of plan implementation and your method of distribution of these materials to all your current employees.
4. Update your Workers Compensation Posting Notice to show that your company is enrolled in the MCP.

The Name of Plan: The Travelers Indemnity Company of Connecticut MCP

Contact Person: Hope Warfel 1-800-342-4064 x 6606322

5. If you have any questions about the Travelers Kentucky MCP, please contact your Travelers CAE
6. Link to Provider directory:

<http://www.talispoint.com/travelers/ext/?lob=wc>

travelers.com

The Travelers Indemnity Company and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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