

## Instructions for Using Risk Management Services Forms

Select the appropriate form, there are **two** formats. There is a Microsoft Word 2003 document and a PDF (Portable Document Format) file.

NOTE: *When filling out any of the Risk Management Services forms, please fill out the form completely so that we may better service your claim.*

### Email addresses:

RiskMgmt.Claims@umich.edu  
And  
WorkConnect.Claims@umich.edu

Fax Numbers: Risk Management Services 734-763-2043      Work~Connections 734-936-1913

### Using PDF file:

#### Adobe Reader

- Ability to open the forms.
- Unable to save the forms.
- Ability to fill out the forms and print the forms.
- Submit forms by fax to our office.

Available Forms
Authorization to Obtain Patient Information Form.pdf
Drivers Report.pdf (Auto Coverage)
Health Care Provider Report.pdf
Injury or Illness Report.pdf
NonEmployee Injury Report.pdf
Proof of Loss.pdf (Property/Theft)

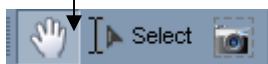
#### Adobe Acrobat Professional

- Ability to fill out the form and save the form.
- Submit the form by using the e-mail feature within Acrobat Professional.



The form will attach to an e-mail by using this feature.

Note: In order to fill out the PDF you will need to select the hand.



### Using MS Word 2003 document:

- To activate the check boxes you can either tab then hit space bar or click on the check boxes.
- In order for the form to be sent to Risk Management intact, once you have completed the form, you will need to first save the file as a Microsoft Word document.
- Attach the file to the e-mail message. (Do not send the form directly through MS Word using the e-mail feature, as the form does not transmit correctly).

Available Forms
Authorization to Obtain Patient Information Form.doc
Drivers Report.doc (Auto Coverage)
Health Care Provider Report.doc
Injury or Illness Report.doc
NonEmployee Injury Report.doc
Proof of Loss.doc (Property/Theft)

**NOTE:** *If you have difficulty viewing the MS Word document, Go to View|Print Layout. If you have boxes around the text, Go to Tools|Options|View and uncheck the Text Boundaries box.*