

# Risk Control Training Program **Order Form**

To order training program materials, please provide the information requested below. **Email, mail or fax completed form to:**

orders@glatfelters.com • Glatfelter Insurance Group • Client Services • P.O. Box 2726 • York, PA 17405  
 • 800.233.1957 • Fax: 800.729.8347

Contact Information		
Contact Name: _____	Date Order Placed: _____	Required Delivery Date: _____
Client Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Telephone: _____	Fax: _____	
Comments: _____		
Email: _____		

Clients receive one complimentary DVD of each program. Additional client copy or nonclient cost is listed below.  
 Please include your liability insurance policy no. \_\_\_\_\_

Item #	Title	Description	Quantity	Unit Cost <i>Client 1st Copy/ Additional Copy</i>	Total
A02:250	Respectful Workplace USB	Provides a mechanism for Human Resources and training staff to educate leadership and employees about harassment, discrimination and retaliation, reporting, claims handling and the roles they play in creating and maintaining a respectful workplace. Manager <i>and</i> employee training videos included.		\$0 / \$20	
C06: 559	Let's Talk: Preventing Child Abuse in Your Organization DVD	An honest look at child sexual abuse in various settings such as schools, camps, firehouses, parks and recreation programs and faith-based organizations.		\$0 / \$20	
A06:015	GIG Accident Reporting Packet (one copy per vehicle)	A reporting packet to be filled out at the scene of an accident. Packet includes accident report, witness cards and a pencil.		\$0	
N01:025	Patient Transfer DVD	Provides safety tips, as well as demonstrations of correct patient transfers in a number of different scenarios. There is an emphasis on taking the time to prepare the patient and the environment before any transfers begin.		\$0 / \$20	
N01:034	Zero Tolerance Abuse Prevention DVD	A thorough review of all types of abuse that may be identified, including physical abuse, sexual abuse, emotional abuse, financial exploitation, neglect, abandonment and self-neglect.		\$0 / \$20	
N01:066	Documentation DVD	Provides helpful tips for documenting on the clinical record and focuses on 3 key areas of claim frequency: patient falls, medication errors and pressure ulcer/wound management.		\$0 / \$20	
N01:072	Training Video Series USB	This video series contains the following programs: <ul style="list-style-type: none"> <li>• Careful Safety Investigations</li> <li>• Documentation: It's Not Bigger Than You</li> <li>• Patient Transfer Safety: Handle with Care</li> <li>• Drive Safe</li> <li>• Let's Talk: Preventing Child Abuse in Your Organization</li> <li>• The Respectful Workplace: Anti-Harassment Training</li> <li>• Zero Tolerance: Abuse Prevention and Reporting</li> </ul>		\$0 / \$50	
N01:088	Careful Safety Investigations DVD	A fun approach in familiarizing staff with some of the key areas to evaluate when completing a safety inspection in the home environment.		\$0 / \$20	
<b>TOTAL</b>					

Shipping Charges	Order Total	Continental U.S.	AK, HI, Canada	Order Total	Continental U.S.	AK, HI, Canada
	Free - \$5	No Charge	No Charge	\$200.01 - \$300	\$20	\$30
	\$5.01 - \$25	\$6	\$12	\$300.01 - \$400	\$30	\$40
	\$25.01 - \$50	\$8	\$16	\$400.01 - \$500	\$36	\$46
	\$50.01 - \$100	\$10	\$20	\$500.01 - \$600	\$44	\$65
	\$100.01 - \$200	\$16	\$26	\$600.01 & Up	\$60	\$78

