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## Risk Management Office



### GENERAL INFORMATION:

The Risk Management Office (RMO) is attached to the Administrative Services Office (ASO) under the Office of the Comptroller and is primarily responsible for the Statewide Risk Management Program (the Program) pursuant to Chapter 41D, Hawaii Revised Statutes. The Program's mission is to protect the State against catastrophic losses and to minimize the total cost of insuring risk. The key activities of the Program include:

- ▶ Identifying and analyzing loss exposures.
- ▶ Procurement of commercial insurance and associated risk management services.
- ▶ Administer self-insured insurance program and process informal claims against the State.
- ▶ Fund self-insured automobile and deductible amounts for liability losses.
- ▶ Fund deductible amounts for property losses and assist in submitting claims to the commercial property insurance companies.
- ▶ Advise departments on matters pertaining to risk management.
- ▶ This office is also responsible for the investigation and resolution of liability claims against the State of \$10,000 or less and automobile liability accident claims involving State vehicles or employees of \$15,000 or less per claimant.
- ▶ Generally, claims are resolved within 60 days of receipt. Generally a two-year statute of limitations is applicable for all claims which means that if the claim is not settled to the claimant's satisfaction within two years from the date of the incident, the claim cannot be considered. (See HRS 662 - State Tort Liability Act and refer to Section 4, Statute of Limitations, below.)

### GENERAL PUBLIC CLAIM INFORMATION:

Claim forms, frequently asked questions on claims processing, and applicable statutes are provided in the web page links listed below:

- ▶ [Frequently Asked Questions \(FAQs\)](#)
- ▶ [Claim for Damage or Injury \(RMTIC\) Form](#)
- ▶ [Tort Extra Expense Form \(PDF\)](#)
- ▶ [Tort Extra Expense Form \(Excel\)](#)
- ▶ [Tort Extra Expense Form \(Instructions\)](#)
- ▶ [Tort Personal Property Form \(PDF\)](#)
- ▶ [Tort Personal Property Form \(Excel\)](#)
- ▶ [Tort Personal Property Form \(Instructions\)](#)
- ▶ [HRS, Chapter 41D - State Risk Management and Insurance Administration](#)
- ▶ [HRS 662 - State Tort Liability Act](#)

### STATE DEPARTMENTS AND AGENCIES:

- ▶ [Frequently Asked Questions \(FAQs\)](#)
- ▶ [Forms and Instructions](#)
- ▶ [Act 173, SLH 2006](#)
- ▶ [Act 173 Forms and Instructions](#)
- ▶ [HRS, Chapter 41D - State Risk Management and Insurance Administration](#)
- ▶ [HRS 662 - State Tort Liability Act](#)
- ▶ [Lawsuit Information](#)
- ▶ [Newsletter](#)

### CONTACT INFORMATION:

The Risk Management Office is located at 1151 Punchbowl Street, Kalanimoku Building, Room 111B, Honolulu, Hawaii 96813. Its mailing address is P.O. Box 119, Honolulu, Hawaii 96810-0119. The telephone number is 586-0547, fax number is 586-0553, email address is [dagsrmo@hawaii.gov](mailto:dagsrmo@hawaii.gov).

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