

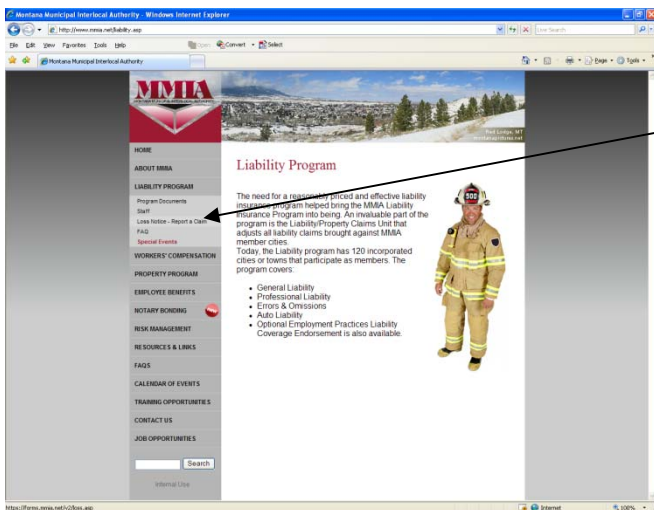
How to file a Property or Liability Claim with the MMIA

Step 1: Upon first report of a claim to the City the appropriate City personnel should takes steps to preserve all evidence. This would include gathering all documents, evidence, records, including video, audio or electronic. If there is a chance of the scene of the claim to alter it should be preserved through clearly documented photos including measurements and/or diagrams.

Step 2: If the first report of a claim is through a lawsuit, the suit should promptly be faxed to MMIA – Attn: Liability Department 406-449-7440.

Liability = Claims involving injury or property damage to others.

Property = Claims involving damage to CITY owned property.



If a first report of a claim is through means other than a lawsuit, promptly report via our website www.mmia.net. (One is also available under the Property Tab)

Refrain from emailing/faxing information to a specific staff member as they may be out of the office which can hinder claim timeliness.

Step 3: Fill out the Loss Notice. If filing an electronic claim through the MMIA website, each field must contain information. If you are unsure or do not have the information required, N/A can be placed in the field. Once the Loss Notice is complete, click on submit. If the form did not submit, you will need to review for any 'blue fields' that need to be completed. **You will NOT receive an acknowledgement immediately upon hitting the submit button.** Once the form has been submitted to MMIA and is read by a staff member, you will receive an email confirmation that the form has been initiated.

Step 4: Follow up the electronic claim with a fax to the liability department containing all materials provided the City by the injured or damaged party.

Once the claim is received by the claim department of MMIA an adjuster will be assigned and contact the City to start the investigation process. Additional information may be requested of the City by the assigned adjuster.

If you have any questions or need assistance, please call the Property & Liability Claims Unit at 1-800-635-3089.

How to file a Workers' Compensation Claim with the MMIA

First Report of Injury or Occupational forms are available on the Montana Municipal Interlocal Authority's website – www.mmia.net under the Workers' Compensation tab, "First Report of Injury".

Refrain from emailing/faxing information to a specific staff member as they may be out of the office which can hinder claim timeliness.



Step 1: Get proper medical treatment for your employee. If an emergency, call 911. For non-emergency, assist your employee in seeking medical attention if they desire. Examples of non-emergent medical treatment include first aid at the worksite; a visit to the emergency room or urgent care center for injuries needing medical attention but not life threatening; a visit to the employee's primary care physician.

Step 2: Obtain the facts of the accident. Talk to the injured employee, find out how, when and where the accident occurred. Also talk to the employees who may have witnessed the accident for further details.

Step 3: Fill out the First Report of Injury form. If filing an electronic claim through the MMIA website, each field must contain information. If you are unsure or do not have the information required, N/A can be placed in the field. Provide complete and detailed information regarding date of injury, how the injury occurred, part of body injured, witnesses, date the injury was reported to the employer and reported to whom. Specify if the injured worker sought medical treatment and where the treatment was sought. If the injured employee has been restricted from working, wage information and the physician's off work slip need to be provided. If you have any reason to question the injury, please mark the appropriate field at the bottom of the First Report of Injury and provide an explanation of why the injury is being questioned. Once the First Report of Injury or Occupational form is complete, click on submit. If the form did not submit, you will need to review for any **'blue fields'** that need to be completed. **You will NOT receive an acknowledgement immediately upon hitting the submit button.** Once the form has been submitted to MMIA and is read by a staff member, you will receive an email confirmation that the form has been initiated.

Paper forms should be sent to MMIA – PO Box 6669 – Helena MT 59624 or faxed to 406-449-7440. If you have any questions or need assistance, please call the Workers' Compensation Claims Unit at 1-800-635-3089.