

# WORKERS' COMPENSATION

## INSURANCE COVERAGE

# EMPLOYEE NOTICE

MUS Self-Funded Workers  
Compensation Program

Date: March 21, 2017

Plan 1 Self-Insured Group

The above-named employer's workers' compensation insurance coverage is active and in good standing for the period of **4/1/2017 to 3/31/2018**, provided the employer meets all premium and reporting requirements.

### **IF YOU ARE INJURED**

You should report any on-the-job injury to your supervisor, employer, or insurer as soon as possible. You must report the accident within 30 days. A sole proprietor, partner, manager of a manager-managed limited liability company, member of a member-managed limited liability company, or corporate officer covered under the Montana Workers' Compensation Act must report an accident to the insurer within 30 days.

Report minor injuries to your employer whether or not you receive medical treatment. After you report the injury, your employer has 6 days to notify their insurer. You must submit a written First Report of Injury within 12 months from the date of the accident or within one (1) year from the knowledge of an occupational disease. You can submit this form to your employer, insurer, or the Department of Labor and Industry.

All employees sustaining a compensable work related injury or occupational disease, other than those who are exempted by statute (Section 39-71-401, MCA), are covered for medical and wage-loss benefits.

### **Prior to the Insurer's designation or approval of a Treating Physician you may choose your initial Health Care Provider.**

You may continue to receive treatment from your initial health care provider until the insurer designates a treating physician other than your initial health care provider. After providing you with a notice of a designated or approved treating physician, the insurer is no longer liable for treatment provided by other health care providers unless authorization is obtained to continue treatment.

### **For specific information about this policy, call or write your employer's insurance carrier:**

( Insert insurer name, address and phone number here)

**MONTANA UNIVERSITY SYSTEM** (MUS) self-insures its workers' compensation. Contact:  
Your Campus Claim Coordinator <http://mus.edu/che/fiscal/workcomp/campus-contacts.asp> or Leah  
Tietz, MUS Work Comp Program Director, 2500 Broadway, Helena, MT 59601 406-444-0615 or  
litetz@montana.edu

**For general information about workers' compensation, call or write:  
Montana Department of Labor and Industry, Employment Relations  
Division, P.O. Box 8011, Helena, MT 59604-8011, Phone (406) 444-6532.**

**FAILURE TO POST THIS SIGN OR POSTING AN ALTERED SIGN IN THE  
WORKPLACE WILL RESULT IN A \$50 FINE AGAINST THE EMPLOYER!**

# EMPLOYEE NOTICE

## OF WORKERS' COMPENSATION INSURANCE COVERAGE

**Approved Members of  
MUS Self-Funded Workers' Compensation Program  
for the period of  
April 1, 2017 through March 31, 2018**

Dated: March 21, 2017

University of Montana – Policy #010009668  
University of Montana - Missoula  
University of Montana - Western  
University of Montana – Helena College UM  
University of Montana - Montana Tech

Montana State University – Policy # 010009676  
Montana State University - Bozeman  
Montana State University - Billings  
Montana State University - Northern  
Montana State University – Great Falls College MSU

Office Commissioner of Higher Education – Policy #010009684