

WORK COMP CLAIM REPORTING FOR A NON-MONTANA BASED EMPLOYEE OF THE MONTANA UNIVERSITY SYSTEM:

1. Employees report the injury incident to **your MT Supervisor** immediately.
2. Employee *and/or* Supervisor contact your Campus Claim Coordinator: [\[CAMPUSES - Enter campus specific name/phone/email here before sending to employees and/or supervisors \]](#).
3. Supervisors *and/or* Claim Coordinators, follow **The Hartford LossConnect** instructions on page 2 for filing a work comp claim in all states *except* North Dakota, Ohio, Washington, or Wyoming; contact your HR/Payroll Department for a claim involving ND, OH, WA, WY employees.

WHEN CALLING THE HARTFORD LOSSCONNECT HAVE AVAILABLE:

- **MUS Policy Number:** **53 WE KZ2005** (all states *except* MT, OH, ND, WA, WY)
Policy Term: July 2016-July2017
(Note: Policy number is the same for The Hartford or Twin City Fire Insurance or Sentinel Insurance policies. Insurance carrier name varies by state.)
- **Insured/policyholder:** **Montana University System**, 2500 Broadway, Helena, MT 59601
- **Insured/Policyholder FEIN#:** **16-1670804**
- **Employee information** detailed in **The Hartford's LossConnect** (see next page)
- **Incident information** detailed in **The Hartford's LossConnect** (see next page)

Workers' Compensation Claim Compensability and Reporting rules and procedures vary from state to state. Timely reporting to the insurer is critical to ensure employee access to benefits, optimize recovery, and to protect the employee's access to work comp and the Montana University System. If you need additional assistance contact Leah Tietz, Director, MUS Work Comp Program at 406-444-0615 or ltietz@montana.edu

Each state also has unique rules regarding qualified workers' compensation medical providers. The Hartford provides a listing of state rules regarding selecting a medical provider and a list of Network providers at <http://www.talispoint.com/htfd/external/> .

THE HARTFORD'S LOSSCONNECT

Reporting a Work-Related Injury is Time Sensitive!

Call The Hartford's LossConnect immediately to report a claim.

1-800-327-3636

Available 24 hours a day, 365 days a year.

The Benefits of Timely Loss Reporting:

Research has shown that faster loss reporting significantly affects loss costs. The sooner we are notified, the sooner we can investigate the accident and coordinate with you, the injured employee, and the medical team to ensure the fastest possible return to health and work.

The Effect of Timely Reporting on Controlling the Cost of Your Loss:

Average Loss for Closed Claims (Accident Years 2002-2005)	
Report Lag in Days	Percent Change in Loss Costs Compared to First Week Report
Incident Day	-6%
Week 1	0%
Week 2	13%
Week 3 or 4	16%
1 Month or Later	24%

Statutory requirements also necessitate the prompt initial reporting of the accident causing injury or death. Failure to comply may result in a fineable offense by the State.

Information You'll Need

Company Information

- o Account Number
- o Location Code (if applicable)
- o Parent Company (or program name)
- o Policy Number

Worker Information

- o Name, DOB, Address, Phone
- o Social Security Number
- o Age, Gender
- o Marital Status, Number of Dependents
- o Hire Date, Years in Current Position
- o Wage Information

Incident Information

- o Type of injury (burn, cut, etc.)?
- o Exact body part injured?
- o What caused the accident?
- o Any reason to question the injury?
- o Any witnesses?
- o Address where injury occurred?
- o Where was the injured employee treated?
(Provide name, address, phone of medical provider.)
- o When was the accident reported to you and by whom (date, time)?

Network Providers

A listing of more than 400,000 network providers qualified to treat work-related injuries is available online at www.talispoint.com/hartext or by calling our Network Referral Unit at 1-800-327-3636 (select 4 at the prompt). Since network referrals are often impacted by state specific rules, please call to learn how to maximize our network capabilities on behalf of your employees.