



City of Kalispell

201 1st Ave East,
Kalispell, MT 59903

Human Resource's Phone: 406-758-7757
Fax: 758-7847

Workers Compensation – Information for Injured Employee

1. Injury reports are to be completed and turned into the Human Resources Department immediately! Delays could result in your not being eligible for benefits!
2. Once you have filed your injury report with your Supervisor, forward the report to the Human Resources Department.
3. The Human Resources Department will then formally file the report with our Workers Compensation Adjuster Montana Municipal Insurance Authority (MMIA).
4. You will be contacted by MMIA as to the status of your injury claim.
5. You will also be assigned a “claim number” which should be used anytime you are seeking treatment from a health care provider or to purchase prescriptions.
6. Advise your health care provider or pharmacist that this is a Workers Compensation Claim and the adjuster is MMIA. The bills should be mailed directly to MMIA.
7. Until you receive the claim number you can provide the health care provider or pharmacy your Name, Date of Birth, Social Security Number and Date of Injury.
8. Make sure to keep your supervisor informed of the following:
 - a. Your current health status as a result of the job related injury or illness.
 - b. If you have any restrictions and the duration of.
 - c. If you are taking medications that may affect your ability to safely perform your job.
 - d. You should always discuss with your health care provider what health effects can occur as a will result from taking prescription medications.
9. Should you have any questions about your workers compensation claim, you can the City of Kalispell Human Resources Department at 758-7757 or MMIA directly at:

Montana Municipal Insurance Authority
P.O. Box 6669
Helena, MT 59604-6669
Phone: 1 - 800 - 635 - 3089.
Fax: (406) 449 - 7440