

**Claims Reporting**  
***Accident/Accidental Death/Accidental Dismemberment***  
***February 28, 2019***

***Note: Written notice of claim must be given to the insurance carrier as soon as is reasonably possible after the loss. Written proof of loss must be furnished to the insurance carrier within 90 days after the date of loss. Therefore, timely reporting of claims is very important. The process below outlines the steps that must be taken:***

1. Each injured volunteer should contact his/her respective campus insurance representative immediately. Each campus representative will provide the Department of Administration, Risk Management & Tort Defense Division (RMTD) claims staff with written notice of volunteer injury. Our claims staff includes Kirk Barfuss, (406) 444-6498, [kbarfuss@mt.gov](mailto:kbarfuss@mt.gov); Kathleen McElwain, (406) 444-4995 [Kathleen.McElwain@mt.gov](mailto:Kathleen.McElwain@mt.gov); Derek Scott, (406) 444-2422, [Derek.Scott@mt.gov](mailto:Derek.Scott@mt.gov); and Jennie Younkin, (406) 444-7996, [jyounkin@mt.gov](mailto:jyounkin@mt.gov). Our address is P.O. Box 200124, Helena, Montana 59620-0124. RMTD staff will notify broker/insurance carrier of the volunteer's intent to file claim.
2. The campus representative will provide the injured volunteer with appropriate claims form. Volunteers are to complete only those sections of each form that apply and return the form promptly to the campus representative. The campus representative will complete those sections of the attached claim form entitled "policyholder" or "employer."
3. The volunteer must provide completed, signed claims forms to their campus representative (i.e. medical bills, other documentation, etc.) as soon as possible. Claims not reported within a reasonable period of time thereafter may not be covered. The campus representative will send all forms, bills, and documentation to RMTD within 7 days of date the injury is reported, or as soon as is reasonably possible.
4. RMTD claims staff will coordinate the filing of claim with the broker/insurance carrier. RMTD claims staff will keep a copy of each claim by campus.
5. Each volunteer is responsible to pay the \$250.00 deductible unless other arrangements have been made with your respective campus insurance representative. Questions regarding payment of the claims should be referred to the RMTD claims staff.