

How to report an injury:

STEP 1: ASSESS THE SITUATION

If emergency medical treatment is needed: CALL 911

- Report injury to MMMA-Claims Management of Missouri:
(This is a **mandatory form** for all injuries requiring off site medical treatment)

Employer's **FIRST NOTICE OF LOSS (FNOL)** Reporting Options:

- Online: www.claimsmgmtmo.com
- Phone: 24 Hour Nurse Line: 1-855-704-3555

STEP 2: COMPLETE FORMS – Supplemental to FNOL

SUPERVISOR / WITNESS:

- Complete Supervisor Incident/Injury Report
- Obtain Witnesses Names - complete Witness Incident/Injury Report(s)

EMPLOYEE:

- Employee to complete Employee Incident/Injury Report
- Employee to complete Employee Pain Chart
- Employee to complete Medical Authorization to Inspect & Copy Medical Records (HIPPA)

EMPLOYER / RISK MANAGER:

- Wage Statement Report – 13/14 weeks prior to loss date/week of injury
- Provide 1st Fill Temp Pharmacy Card (TMESYS) to EE for prescription
- Complete Light Duty Offer – Confirm Availability with Employee

STEP 3: DIRECT MEDICAL TREATMENT

- _____
(Designated Authorized Provider)
- Complete the Refusal of Medical Treatment, if applicable.
- Per Company Policy: Send EE for Post-Accident Testing (Drug/Alcohol)
(This should be within 24 hours of accident - regardless if Employee refuses medical treatment)

STEP 4: FORWARD ALL PAPERWORK

- To: MMMA-Claims Management of Missouri
Email: Adjusters@mmm-a.com

If injury results in admission into the hospital **contact MMMA-Claims Management of Missouri immediately at 1-888-805-8765 – 8:00 am – 4:30 pm**

Claims

Claims Management of Missouri, LLC

Mgmt of MO

AFTER HOURS – 1-855-704-3555