



**Missouri Association of Counties
Workers' Compensation Trust**

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A Quick Guide to Claim Reporting

If emergency treatment is necessary, seek medical attention immediately.

Please report the claim within 24 hours of the injury.

The injured employee should never call in their own report. If you are unfamiliar with claims reporting for your county, it is best to “phone-in” the claim, toll free to 1-855-342-6942. Report as much information as you have. It is important to get the process started. You can supply additional information at a later time. To prepare for the call a preparation form is available.

The county can file a minor claim as an “incident only” (IO). To qualify, the following conditions must be met:

1. No claim for compensation is filed by the employee. (Claimant has not retained an attorney).
2. Medical costs may not exceed \$3,300 and must be paid “out of pocket” by the county.
3. The employee must return to work within the first 3 scheduled work days (following the injury) that the county is open for business.

The entity must report each and every injury whether it is an “incident only” or a claim. If you are calling in the injury that you want filed as an “incident only” be sure to verbally communicate that. If you decide to fax or send through email, clearly mark “incident only” in large print at the top of the page.

For further assistance, contact Paul Tillman, Indemnity Claims Adjustor, CCMSI at (314) 418-5537, Fax 314-621-0345 or email at PTillman@ccmsi.com.

If you want more information about claims administration than what is covered in this brief overview, log on to www.mocounties.com, click on the “MAC Trust” tab at the top of the page and then again on “MAC Trust Member Services”. This will take you to the password protected section of the website and you can review the Administrative Manual in more detail. If you don't have a User Name and Password, please contact Sean McGonigle, Risk Manager at 573-634-2120 or SMcGonigle@mocounties.com.