



Come build your career with the Montana Municipal Interlocal Authority (MMIA) as our next Workers' Compensation Claims Examiner. MMIA WC Claims Examiners are self-starting, mission-driven, and community minded individuals. We value innovation and work to create a collaborative culture where employees are valued and encouraged to share ideas. Employees often work together and there is an emphasis on brainstorming, feedback, innovation of processes, and claims discussions.

Based in Helena Montana, MMIA is a Risk Retention Pool serving the cities and towns in Montana. With a staff of approximately 30 employees, MMIA is a tight-knit group who provide Workers' Compensation coverage, Liability/Property coverage, Risk Management services, and Employee Benefits to the cities and towns in Montana. The cities and towns of Montana are also the owners of MMIA. To learn more, visit our website [HERE](#).

MMIA is committed to helping our employees develop their futures by providing opportunities to share knowledge, collaborate on projects, and power their growth. We encourage and support continuing education through tuition reimbursement and by offering onsite/offsite training to enhance job and management-related skills and by providing opportunities for our employees to attend job-related conferences and seminars.

The successful candidate will perform all aspects of the Workers' Compensation process including claims handling, complex medical and indemnity management, participation in mediation, and working closely with outsourced nurse case managers, defense counsel, and rehabilitation counselors. Workers' Compensation Claims Examiners for MMIA develop and conduct training presentations for a variety of audiences; conduct regular meetings with members/owners to update them on current claims; and work collaboratively with cities/towns and injured employees to process claims in a fair manner while maintain compliance with claims handling guidelines.

Occasional travel is required.

Career Ladder

This position is part of a formal Career Ladder which allows opportunity for advancement and pay based on obtaining certifications, meeting specific goals, and more.

Examiners new to MMIA are normally hired at the Level I position and they progress through Level II and finally Senior Level.

WC Claims Examiners new to MMIA typically have a starting wage of \$58,487 to \$65,368 per year depending on experience plus a very generous leave and benefit package. Applicants with extensive WC claims experience may be hired as a Claims Examiner II with a starting wage that typically ranges from \$65,480 to \$73,184 per year. Wages offered will be determined by experience, training, and internal equity with current employees.

Duties will include, but are not limited to:

- Establish relationships with MMIA Members and working closely with them on return-to-work options during the claims process.



- Contacting injured workers and witnesses as needed for interviews or recorded statements.
- Adjusting claims in accordance with the Montana Workers' Compensation Act and ensuring the files are updated and maintained in accordance with the established Claims Handling Processes and Adjusting Guidelines by maintaining electronic data files.
- Establishing liability for member communities and accepting or denying claims.
- Calculating wage loss benefits and establishing claims reserves.
- Request and follow-up on recovery status with medical providers and claimants.
- Monitoring claims which includes periodically contacting the claimant, ensuring receipt of required written medical documentation, checking closely for medical release to return-to-work in full or modified capacity, and verifying return-to-work status with employer.
- Consults with and oversees medical case management or rehabilitation providers as necessary ensuring the comprehensive report which documents services provided expeditiously.
- Negotiating settlements provided within the guidelines and spending authority established by the MMIA Board of Directors.
- Develops and conducts training presentations to a variety of audiences.

Competencies required for completing duties are typically acquired with the following minimum education and experience:

Bachelor's degree in business, public administration, risk management/safety or closely related field AND one (1) year of worker's compensation adjusting experience OR equivalency of education and/or experience equal to five (5) years (example HS Diploma/GED and 5 years of examining experience).

Applicants not meeting these minimum requirements may be considered for a training assignment and may start at a lower training wage if selected for the position.

The successful applicant must be a Montana resident when employment begins.

Please email your resumé and cover letter to Derrek Shepherd at the contact information below or submit your resumé through the Indeed job posting.

This recruitment will close on Monday, May 8, 2023, at 5:00 pm MDT.

Questions? Contact Derrek Shepherd, HR Consultant at dshepherd@mmia.net or 406-495-7017.