

NOTICE ENTRY ACCESS AGREEMENT

The purpose of this agreement is to provide access for a claim administrator or insurer and/or an insurer's designated agent, to the Notice Entry system for existing claims held in the Employment Relation Division's ("Division") workers' compensation database. Access will be allowed when a claim administrator and/or insurer or claim administrator is at risk or responsible for administering a claim. The parties listed above are hereinafter referred to as "Entity".

In consideration of obtaining direct access to certain claim information through the Division's Notice Entry system, the Entity's signatory to this agreement agrees to the following:

1. The information entered must be an accurate reflection of the notice that was sent to the claimant. The person logged into the system and entering and/or editing information, is certifying that the information is true and correct at the time of entry or edit.
2. The information obtained from the Division's workers' compensation database must remain confidential and may not be disclosed to any third party except to the extent necessary for reviewing and editing previously reported information. Users of information obtained from the workers' compensation database are liable for damages arising from misuse or unlawful dissemination of claim information.
3. Claim history information is limited to: claimant's name; date of birth; claim number; date of injury; agency claim number; claim administrator; previously reported notice types and description of the purpose of the notice reported by that claim administrator as shown in the Montana workers' compensation database system.
4. Upon approval and execution of this agreement, the Division will assign a unique login identification and password to the individual(s) identified by the Entity signing this agreement. The login identification and password must be stored in a secure location accessible by authorized persons only. Login IDs and passwords must not be shared with co-workers or future employees that may replace the designated user. The Division must be promptly notified if an individual no longer needs access to the Notice Entry.
5. Due to the very nature of technology, the Division implies no guarantee that this system will be accessible 100 percent of the time.
6. The Division's workers' compensation database contains information on Montana workers' compensation claims reported to the Division with an injury date later than July 1, 1981. This information is shown as it was reported to the Division. Due to reporting time requirements and late or non-reporting, not all claims may be included in the database. Claim information is updated nightly Monday through Friday.

7. The designated representative below is the individual responsible for executing the Notice Entry agreement, adherence to the terms of this agreement and to authorize and maintain the approved users.

Designated Representative Information	
Name of Organization	
Name of Contact	
Title	
Phone Number	
Fax Number	
E-mail Address	
Mailing Address	
City	
State	
Zip	

8. The designated representative must complete a Notice Entry User Profile form for each Notice Entry user.

9. This agreement becomes effective upon receipt by the Division of the signed agreement and verification of access requirements. To modify or terminate this agreement, written notification is required within 14 days of the event.

The parties below have executed this Agreement and agree to all conditions stated therein:

Designated Representative Signature Date

Division Representative Signature Date

Please return the form upon completion to:

**Doug Roope
Doug.Roope@mt.gov
Fax (406) 444-4140
Tel. (406) 444-1600**