

**MIAMI VALLEY RISK MANAGEMENT ASSOCIATION**  
**CLAIMS REPORTING PROCEDURE**

**Originally Adopted by MVRMA Board: January 19, 1989**

**Amended:    June 21, 1993**  
**December 20, 1993**  
**December 12, 1994**  
**December 15, 1997**  
**June 16, 2008**  
**December 18, 2017**  
**March 15, 2021**

**PURPOSE**

This procedure has been established in order to ensure consistency of claims submissions to the Miami Valley Risk Management Association (MVRMA) in accordance with MVRMA's Claims Reporting Policy. It is expected that through adherence to this procedure member cities' claims and lawsuits will be processed in an effective and timely manner.

**PROCEDURE**

1. Lawsuits shall be reported to the Association through its Executive Director or Claims Manager\* within forty-eight (48) hours of receipt of same. MVRMA will confirm receipt of any suit and advise the member city of a defense assignment in writing.
  
2. All other claims shall be reported to the Claims Manager within ten (10) business days of the loss, claim, or notice of same, whichever shall first occur. Claims shall be reported through the Association's website or with MVRMA-provided reporting forms. The Claims Manager will acknowledge receipt of the claim by email or phone to the member within one business day.

*\* "Claims Manager" means either the Claims Manager employed by the Association or the contracted third-party claims administrator.*