

WORKERS' COMPENSATION CASE INSTRUCTIONS

PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY. IF YOU FAMILIARIZE YOURSELF WITH THE FOLLOWING INSTRUCTIONS, YOU WILL ASSIST YOURSELF AND MY OFFICE IN THE HANDLING OF YOUR WORKERS' COMPENSATION CLAIM. IF YOU FOLLOW THESE INSTRUCTIONS, WE WILL BE ABLE TO OBTAIN BENEFITS ON YOUR BEHALF IN A TIMELY AND EFFICIENT MANNER.

1. **Always** get a written off-work slip or paper outlining your restrictions from your doctor at each appointment. **Always** provide my office with a copy of this documentation.
2. **Always** contact my office after each doctor's appointment unless informed otherwise.
3. **Do not** talk to or call the insurance company or their attorney.
4. If you receive any medical bills related to your workers' compensation claim, please send them to my office.
5. If you want to be reimbursed for medical mileage and pharmacy expenses, you must submit receipts and mileage logs to my office for submission to the insurance company.
6. If you are receiving weekly workers' compensation benefits and these benefits change or stop, please **immediately** call me to discuss this.
7. Please let me know **immediately** if your doctor refers you to anyone or any other hospital or doctor for medical treatment.
8. If you are taken off-work by the doctor or are told by the doctor that you are limited in what you can do, you must **immediately** call my office for instructions.
9. If you are told by the doctor that you have been released to return to work, please **immediately** contact my office.
10. If you receive **any** checks directly from the insurance company, please **immediately** provide this office with a copy of the check(s).
11. Please collect all paycheck stubs for the six month period before you accident and send them to my office as soon as possible.
12. When attending an appointment with a doctor I send you to see, you **must** show up on-time and take your x-rays, MRI films and CT scan films with you to the appointment. You must be straightforward and honest with the doctor. Please do not exaggerate your injury. If the doctor thinks you are hiding or exaggerating something we will not be able to obtain a favorable report.
13. If you have suffered an injury in the past to the same part of your body you are claiming was injured at work, please be honest with your doctor and attorney about this. Reveal this information when asked. If you do not reveal this information, it could cause severe damage to your case.

READ THESE INSTRUCTIONS WEEKLY. FOLLOW THEM DAILY.

INFORMATION COURTESY:

Lawyer on the Line

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