

✓ CHECKLIST 6.2

Checklist for Filing a Workers' Compensation Claim

1. Preliminary Process

- Obtain necessary medical documentation
 - Hospital records
 - Office notes
 - Reports of diagnostic studies
- Witness statements
- Obtain information from insurer file
 - First Reports of Injury
 - Applicable DIA filings
 - Signed/recorded statements of employee
 - Independent medical exam reports
 - Wage schedules
 - Request for Production of Documents

2. Filing the Claim

- Initial considerations
 - At least five days of lost earnings
 - Less than twenty-one days of disability—paid from sixth day to date of return to work
 - Twenty-one days or over—paid from first day of disability
 - File claim after thirty days from date of injury or after receipt of denial from insurer
- Procedure
 - Form 110

- Copy to insurer by certified mail
- Claim for benefits accompanied by supporting medical documentation
- Claim for medical services accompanied by supporting medical documentation and notice of utilization review denial
- Claim for Section 36 benefits accompanied by medical documentation and specific dollar amount claimed