

**WHEN YOU ARE INJURED INSTRUCTIONS
FROM WORKER'S COMPENSATION BROCHURE
(Note: Do not forget Injury Leave Request to Superintendent)**

WHAT TO DO IF YOU ARE INJURED

1. If needed, get first aid or medical care immediately. You may choose the physician. Before changing physicians, read statement number 6 below and "Choice of Doctors," page 11, for more information.
2. Tell your supervisor, your employer or "the office" about the injury right away. You must give written notice to your employer and the Board within 30 days after the accident or when you think you have an illness caused by work. The Board provides the "Report of Occupational Injury or Illness" (form 6101) for this purpose. Get the form from your employer or the Division. Complete your part of the form, and give your employer all the copies. After your employer completes its portion, your employer should give you the yellow and green copies. If your employer will not give you a form, contact the Division.
3. Write down your employer's official name and address and the insurer's name and address. Your employer must post a notice of insurance or self-insurance in three places where employees can easily see it. If your employer did not post a notice or if your employer will not give you the insurer's name when you ask, contact the Division. Write down your supervisor's, foreman's, or boss's name. Also write down the names of the people who saw your accident or the work conditions that may have caused your illness.
4. Get treatment from **one** licensed doctor. Give the doctor your employer's official name and address and the insurer's name and address. Ask your doctor to report to the insurer and the Board within 14 days of treatment. Tell the insurer your doctor's name and address right away.
5. You may change your treating doctor **once**. However, **before** you change doctors, tell the insurer that you are making a change. **If you change doctors more than once without the insurer's written agreement, you may have to pay the doctor's bills.** If your treating doctor refers you to a specialist, this is not a change of doctors.
6. **Keep receipts** for medicine, actual travel expenses (including mileage) and other costs of your medical care. Give copies of the receipts and the mileage record to the insurer for repayment. **If you do not keep receipts, you may not get repaid.**
7. If your injury keeps you from working for more than three calendar days, fill out the green copy of the injury report. If necessary attach copies of your W-2 forms, wage stubs, or other written records proving your earnings. Answer all questions about dependents **fully and truthfully**. Send the completed form, with wage proofs attached, to the insurer. **Do not send them to the board or the division** as this will slow your payment. The insurer uses this information to figure your weekly disability compensation rate. Employer provided room and board, contributions to pension plans and other employer provided benefits may be used in figuring your disability benefit rate. Send the insurer proof of employer contributions as soon as possible.
8. **Take good care of yourself.** Get needed treatment, follow your doctor's advice, and act reasonably. Make every reasonable effort to get well and go back to work. If you slow your return to work, payments may stop.
9. **Immediately tell the insurer** when you go back to work, get unemployment benefits, file for social security benefits, or change your address.
10. Contact the Division if the insurer doesn't pay what you think you should get.
11. Tell the truth. If you tell a lie or submit false documents to get benefits, you are guilty of a crime. The crime is punishable upon conviction by a fine up to \$50,000, imprisonment up to 10 years, or both. You are also civilly liable to the person adversely affected.
12. Keep records of all phone calls and letters between you and the insurer.