

# Quick Tips



## Injured on the Job?

### Report it as quickly as possible.

If you have been injured on the job or witness another injury, report it to your employer as well as your immediate supervisor, union representative and/or coordinator if applicable.

### Write down what happened.

Make sure you have as much information as possible: date, time and location. Write down a detailed description of how the injury occurred, and include names of any witnesses. This will help when the time comes to file a claim.

### If your injury requires treatment, see a provider.

You may see a non-network provider for your initial visit. After your initial visit, your ongoing care must be with a health-care provider from the Labor and Industries (L&I) Medical Provider Network (MPN). The first appointment is covered, but only for treatment that is deemed necessary to make a claim decision.

## Rights & Responsibilities

### Know your rights as well as your responsibilities.

Your rights and benefit entitlement under the law are the same regardless of whether your employer is state fund or self-insured. However, who manages your claim is different. State fund claims are handled by L&I claim managers. Self-insured claims are handled by the employer claim managers. (Some self-insured employers contract with companies to handle their claims. These companies are called third party administrators (TPAs). You, your employer, and medical provider all have the right to protest any decision made about your claim.

Once a claim allowance determination is made, follow your approved treatment plan for a speedy recovery.

## Help Manage Your Claim

- **Track your claim.** Keep a timeline of all your doctor/provider appointments and what you discussed with your employer and claim manager.
- **Keep your claim number** handy for reference when talking to your claim manager or Project Help.
- **Make photocopies** of all paperwork to do with your claim (forms, reports, receipts, etc.).
- **Keep receipts** for prescriptions and other health care costs.
- **Sign up** for the claim and account center through L&I's web site: [www.claiminfo.lni.wa.gov](http://www.claiminfo.lni.wa.gov)
- **Be patient** but proactive. Making decisions can sometimes take time.
- **Treatment**, if you have a condition where its relationship to your claim is in question, make sure the treatment for that condition has been authorized. If the condition is ultimately denied under your claim, you/your private insurance may be responsible for the payment.
- **You** are your own best claim manager; make sure all parties are receiving and promptly returning requested information.

## Contact

If You Have Questions or Concerns  
Need Help Understanding  
The Claims Process  
**CALL PROJECT HELP: 1-800-255-9752**

## File A Claim

### Claim Filing

Don't delay seeking treatment and filing your claim. L&I / the self-insured employer must receive your claim within one year of the date you were injured. For occupational disease claims, it is within two years of when you received written notice from a health care provider that your condition exists and is work related.

- For a state fund claim – complete the Report of Industrial Injury or Occupational Disease form (ROA) supplied by your provider. Your provider will send the completed form to L&I for processing. State fund claims can also be done online via "FileFast" or by phone.
- For a self-insured claim – complete a Self-Insurer Accident Report form (SIF-2) supplied by your employer. Complete the Provider's Initial Report form (PIR), supplied by your provider. Your provider will send the completed PIR to your employer.

### Complete all requested paperwork.

Read the request carefully and respond promptly. Keep copies of everything. Always make sure your L&I claim number is on all pieces of information you return.

### Wage Replacement Benefits.

If you are unable to work, your provider should notify L&I / self-insured employer and clearly explain the objective medical findings and restrictions that keep you from doing your job. You may be eligible for a portion of your lost wages. This is called time loss. If you return to work in a light duty job and your wages are less than when you were injured, you may be entitled to a benefit called loss of earning power.



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