



Injured Workers Checklist

This is YOUR workers' compensation claim. This checklist is designed to help you keep track of your claim, your evidence and the timing of important dates.

- Start a file and keep it in a safe place.
- Purchase stamps for mailing letters.
Communicate with the workers' compensation insurer IN WRITING. There are timetables in Nevada's workers' compensation laws and they are triggered by you mailing letters to the insurer, and the insurer mailing letters to you. Keep copies. You have the right to appeal any determination or decision made by the insurer, so long as it comes to you in a letter. Discussions on the phone do not create appeal rights.
- Get an inexpensive calendar; almost every aspect of a workers' comp. claim is on a timetable.
- Make a log of dates that are important to your case. If you are suffering from the onset of an occupational disease keep track of dates that relate to the appearance of symptoms.
- Get a current business card from your employer. You will need the information on it when you fill out workers' comp. forms.
- There should be a *Form D-1, Brief Description of Your Rights and Benefits* poster somewhere at your work. It will be posted in a common area such as the break room. The poster has your employer's workers' comp. information on it. Find the poster and write down the information. You will need it.
- Make a list of anyone who may have witnessed your work injury, or who may have witnessed the result of the work injury.

Remember To:

- Save copies of every form, every report and every letter that relates to your claim.
- Keep copies of your medical bills.
- If you have to travel to get medical treatment for your work injury keep track of your mileage.

Nobody knows the details of your claim as well as you do. Your documents and notes will provide you with evidence when you appear before the Hearing Officer and argue your case. Your files will be a source of evidence in any further appeals, and will also be important if you need to reopen your claim at some date in the future. Nevada has lifetime reopening rights.