

How to file a Workers' Compensation Claim for benefits



Human Resources Division
Safety and Claims Management
ADM-ES-0500
500 Fourth Avenue, Suite 500
Seattle, WA 98104
206-477-3350 Fax 206-296-0514

You are important to King County

Please know that we want to help you recover quickly. It is important that you feel comfortable asking questions about this process and that your questions and needs are answered. In order to serve you better; we need your help with the following:

- 1 Complete the Self-Insurer Accident Report (SIF-2) and WTD Accident/Incident/Near Miss report form and give them to your supervisor right away.** Your claim number is shown in the upper right corner of the SIF-2 form. This number is used when seeking medical treatment or filling prescriptions and should appear on all correspondence we receive regarding your claim. Only complete the upper portion of the (SIF-2) form. The lower section titled Employer Start here is filled out by your Supervisor.
- 2 Take this folder with you to your first visit for treatment of your injury.** Advise your doctor that this matter is work-related and provide your claim number. The materials enclosed in the left-hand pocket of your packet are for the doctor's use. Please give these to the doctor for completion. This information from your doctor will help us confirm the activities you are able to perform safely as you recover from your injury. **Make sure your physician fills out the King County Physicians' Initial Report (PIR), the Activity Prescription Form (APF), and if applicable, the Transitional Duty Job Analysis (TDJA), and any other forms on the left side of this packet.**

IMPORTANT NOTE about your medical provider selection:

Please note: Beginning January 1, 2013, you may choose any health-care provider who is qualified to treat your injury. After your initial appointment, you must make sure your health-care provider is part of the new Labor & Industries Medical Provider Network. This may mean transferring to a new provider, if your current provider is not in the network by January 1, 2013.

To find out if your medical provider is in the network, you can check the L&I web site at <https://fortress.wa.gov/lni/fad/>

The services with non-network providers cannot be passed on to the injured worker and will be a cost that these providers will have to absorb. Per Washington Administrative Code (WAC) 296-20-010 (6), "when a claim has been accepted by the department or self-insurer, no provider or his/her representative may bill the worker for...the allowable fee and the usual and customary charge." Washington Administrative Code (WAC) 296-20-020 indicates, "rendering of treatment" is acceptance of L&I's rules and fees.

- 3 Return the Activity Prescription Form (APF) and, if released to perform transitional duty, the Transitional Duty Job Analysis (TDJA), to your supervisor on the same day of your initial medical examination.** (Please refer to the employee responsibility page.) It is important that we receive medical documentation as soon as possible, in order to expedite your claim. If you are unable to return the medical report by the end of the day; notify your supervisor by phone immediately.

...continued on back

- ④ **Review A Guide to Industrial Insurance Benefits** *located in this folder.*
- ⑤ **If you were involved in a vehicle accident or other action involving a third party; please notify the claims officer assigned to your claim. They might ask you to fill out the Third Party Election Form.** This form lets us know if you would like King County to seek recovery from the third party involved in the accident, or if you have the option to pursue recovery on your own.