

CLAIMANT'S WORKERS' COMPENSATION DOs AND DON'Ts

1. **DO NOT** give a recorded statement about your case to the insurance adjustor or anyone else.
2. **DO NOT** show this paper or any other papers you receive from your attorney to anyone.
3. **DO NOT** sign any papers presented to you by any employee or agent of the insurance company until your attorney has reviewed them.
4. **DO NOT** post any information about your case on the internet! (i.e. Twitter, Facebook, etc.) **THIS COULD JEOPARDIZE YOUR CASE!!**
5. **DO** let us know promptly about changes in your address or phone numbers, or changes in marital status.
6. **DO** report any change in your medical condition or employment status to your attorney.
7. If you have not worked for over a year, you should consider filing for Social Security Disability. **DO** check with your attorney about this.
8. If a nurse employed by the workers' compensation carrier contacts you, **DO NOT** discuss your medical condition, employment, employment prospects, personal life, or anything else with him/her. **DO** call your attorney to discuss the event.
9. If a vocational counselor hired by the insurance company contacts you about locating work, **DO NOT** discuss anything with the counselor until you have spoken to your attorney.
10. If any person other than your treating doctor directs you to see any other doctor, **DO NOT** go until you have discussed the situation with your attorney.
11. If you are presently receiving or have a claim pending for weekly benefits, **DO** be aware that insurance companies often hire investigators to watch and record your activities. **DO** act accordingly.
12. **DO NOT** discuss any aspect of your workers' compensation case with the insurance adjustor.
13. If your check is more than 3 or 4 days late, **DO** call the paralegal assigned to your case to let them know. They will make a courtesy call to the adjuster. Unless your check is two weeks late, there is nothing we can do legally. We can file for a 20% penalty on all amounts owed to you if your checks are more than two weeks late. The two weeks are from the date indemnity was last paid through (not the date the check is sent to you) until the POSTMARK of the next check.
14. **DO NOT** write letters to the adjustor, the Virginia Workers' Compensation Commission, or anyone else handling your case other than this office.
15. **EVERY** time you see your doctor, **DO** get a disability slip and send our office a photocopy of it. **DO** keep the originals of the disability slips.
16. **DO NOT** leave your doctor's office without a disability slip. Fax or bring the disability slip to our office.
17. If you are placed on light duty, **DO** contact your employer to see if light duty work is available. If they do not have light duty work, **DO** start looking for light duty work **immediately**. **DO** contact at least 10 employers per week, register with the Virginia Employment Commission, and keep a list of all job contacts including: name, address, date, telephone number, and contact person. Confirm with your attorney if you are under an open award and are not required to job search (market).
18. If you have been released to light duty work and are not getting disability checks, **DO** look for work (market) in order to obtain benefits.
19. **DO** notify your attorney when accepting a job or returning to work.