My Workers' Comp Log – Summary Sheet

Name: _____ **Date of Injury:** _____

Instructions:

1. Keep all the paperwork about your injury organized.

   a. Put all the papers and letters about your injury and your workers' comp claim in one place so you know where they are when you need them. Use a cardboard box or manila folder(s) to store your papers.

   b. Take your folder with you to every medical appointment so your physician has all the written facts in front of him or her.

   c. Have the folder open when you call your claims service specialist at BWC or your case manager at the MCO.

2. Write down and keep track of all of the major events in your workers' compensation claim.

   a. Write down the details of what happened before, during, and right after the accident that caused your injury – now while they're fresh, since things get hazy over time.

   b. Use the attached log sheet to list all of the dates when important things happen such as your medical appointments, calls, documents sent, and other important events.

   c. If you have any problem, write down what happened and the date.

   d. As you think of questions you want to ask someone, write them down – so you have them handy for your next appointment or phone call.

Key Facts:

First medical visit: Date of first visit:

  Facility and physician names, location:

Follow-up medical visit: Date of first follow-up visit:

  Facility and physician names, location:

Date injury reported to supervisor:

Date injury reported to BWC:

Date claim # assigned: Claim #:

Date claim allowed / denied:

BWC CSS name and phone:

MCO name and phone:

MCO Case Manager name and phone:

My Workers' Comp Log – Injury Description

Date of injury:

Location where it happened:

Description of what happened:

Description of the injury:

Who else was nearby and saw what happened:

What did you do immediately afterwards:

Where did you go for treatment:

What did the doctor tell you:

Date (date/month/year)	Event or Comment