

Worker Claim for Compensation

Notes for workers

- You must complete each box on both pages of this form. Please print and use a ball point pen.
- Details of your qualifications and experience will assist your insurer and rehabilitation providers to help you return to normal productive life as soon as possible after your injury.
- Your employer must sign this form giving the date he/she received this form.
- You must complete and sign the declaration in the presence of a witness unrelated to you.
- Give the completed form to your employer, retaining the **fourth** copy for yourself.
- If time off work is involved, you must supply a completed WorkCover Certificate of Capacity, signed by a doctor, to your employer.
- Your employer has ten days to give this form and the Certificate of Capacity (if applicable) to his/her WorkCover insurer.
- The insurer has 28 days, from the date it receives your claim, to advise you in writing of its decision to accept or reject your claim.

Notes for employers

If your worker's claim is accepted, you are liable for the cost of the first ten days* a worker is off work and the first \$389 of medical and like costs.

- you accept liability and expect the worker to be off work for more than ten days; and/or
- you expect the medical and like costs to be more than \$389; or
- you do **not** accept liability for the claim;

then, you must forward:

- the original copy of this form; and
- a completed Employer Claim Report form; and
- if time off work is involved, a completed Certificate of Capacity, signed by a doctor;

to your WorkCover insurer, within **ten days** of receiving the worker's claim form and Certificate of Capacity (if applicable).

But if:

- you accept liability; and
- the worker has no time off work or returns to work in ten days or less; and
- you do not expect the medical and like costs to exceed \$389;

then, you must complete the extra information on the the minor claims copy, (second copy - pink) and send the copy to your WorkCover insurer.

A further charge, as a penalty, may be imposed on your premium if you fail, without good cause, to forward a claim as required.

** Employer liability for claims incurred prior to 1 July 1993 is still only five days (plus the first \$389 of medical and like costs).*