



* Use of these forms does not create an attorney-client relationship. In order to be represented by the firm you must sign a written contract of representation.

Check Track Log

Please keep track of all checks you receive

Check Type	Periods Covered	Date Issued	Check Number	Date Received	Check Amount	Correct Amount?

What to do if you are missing a check

Hopefully, you will never have to ask this question, but with holiday mail schedules, computer glitches and problems with the insurance company, there may come a time when this becomes a concern. The first thing you need to do when a check is missing is to call your paralegal. The paralegal can usually straighten things out with a call or two to your adjuster. Your paralegal does need a few pieces of information to be able to get the ball rolling. The following is a list of what she will need to know before calling your adjuster:

- 1) What type of check is missing? Is the check for mileage, prescriptions, a weekly check or some other type of reimbursement?
- 2) If you are missing a weekly check, what day do you usually receive checks?
- 3) What period should this check cover? If you don't know this, what period did your last check received cover?

If you are unable to reach your paralegal, leave this information and your phone number with the receptionist. When the paralegal gets the information, she can call the adjuster right away instead of calling you first to get this information. This can make things go much quicker.

With regular checks coming in every week and reimbursement checks coming in periodically, it can be tough to make sure everything is on schedule and correct. Attached is a chart to make keeping up with checks easier. Make as many copies as you need. These are for your records and don't need to be sent to our office. Use this chart in helping your paralegal get missing checks.

Just remember that if a check is missing we will help you get that check. The sooner we know it is missing the better. For a missing weekly check, you should call us if it is 1-2 days late. If a reimbursement check is not in your mailbox within 3 weeks of you sending the mileage to the paralegal, please call. We will get on this right away.

Please do not hesitate to call. We are here to help you.



* Use of these forms does not create an attorney-client relationship. In order to be represented by the firm you must sign a written contract of representation.

Medical Providers

List the doctors or providers you've seen, their telephone number, the type of medicine in which they specialize, the date you first saw them and the date you were released. Be sure to list any special places you went for special tests like x-rays, cat scans, or MRIs.

Provider	Telephone	Speciality	Date 1st Seen	Date Released



* Use of these forms does not create an attorney-client relationship. In order to be represented by the firm you must sign a written contract of representation.

Mileage Log

Make a note of the mileage you incur for visiting the doctor. List The date, the provider, the city , and the total round trip mileage. Send this mileage in to your paralegal periodically. The workers' compensation carrier will reimburse you \$0.31 per mile as long as the round trip mileage is over 20 miles. Also, remember to put the date you received payment for the mileage so you can make sure you received all reimbursements.

Date	Doctor	City	Round Trip Mileage	Received Payment



* Use of these forms does not create an attorney-client relationship. In order to be represented by the firm you must sign a written contract of representation.

Prescriptions Log

List the prescriptions you have filled that are related to your injuries. Indicate for what the medicine was prescribed, which doctor prescribed the medicine for you, the date you had the prescription filled, the pharmacy you went to and how much the medicine cost. When you send this information to the paralegal remember to send the prescription receipt as well. Also, remember to mark when you were reimbursed for your expense.

Medicine	Given For	Doctor	Date Filled	Pharmacy	Cost	Rec'd Payment



* Use of these forms does not create an attorney-client relationship. In order to be represented by the firm you must sign a written contract of representation.

Time Lost

List all accident-related time you miss from work and the reason for missing this time. Give the date and total hours. Make sure you have a doctor's note for all time missed and to send a copy of that note to your employer and to your paralegal.

Date	Reason	Doctor's Excuse?	Total Hours