## **Seacoast Orthopedics & Sports Medicine**

# Worker's Compensation YOU WERE INJURED IN THE WORKPLACE, NOW WHAT?

### TO DO LIST:

- Notify employer of the injury
- Call us with claim information
- Schedule your appointment
- Take NH Workers' Compensation Medical Form to employer
- Schedule a follow-up appointment
- Call us when you have questions!



Somersworth Office 7 Marsh Brook Drive Somersworth, NH 03878

Lee Office (Satellite) 65 Calef Highway (Rt.125) Suite 206 Lee, NH 03861

#### Workers Compensation Office:

Phone: (603) 743-2307 or (603) 743-2370

Fax: (603) 742-6983 E-mail: <u>sosmed@sosmed.org</u>

#### Thank you for choosing Seacoast Orthopedics & Sports Medicine to assist you with your recovery process. We offer a comprehensive Workers' Compensation program that focuses on your safe and timely return to work.

We offer in-house workers' compensation representatives who will assist you along the way by communicating with your workers' compensation case managers, carriers, and adjusters. To help you, we have put together a checklist to make this process as simple as possible.

#### Reporting the Injury and Filing the Claim

It is your responsibility to report the injury to your employer and it is their responsibility to file the claim on your behalf. Oftentimes the workers' compensation carrier will call you directly or mail you information to include your claim number and the adjuster's name. It is your responsibility to forward to our office any claim information provided to you.

#### Appointments and Documentation

We can schedule your appointment while waiting for the claim information. To do so, you will need to inform us whether or not your injury has been reported and give us the name of your employer, date of injury, and state where the injury occurred, as this information is not always relayed to us by your employer.

After your appointment, you will receive a New Hampshire Workers' Compensation Medical Form to take to your employer. This form will include injury updates, list any restrictions, and/or request additional assistance from your employer. Your employer may ask you to perform non-typical job duties in order to meet these requirements. If your employer is not meeting these requirements, please do not hesitate to contact us as we may be able to assist.

#### <u>Insurance</u>

Please note that you will be listed as "self-pay" until we receive your claim information. We will ask for your private health insurance information in case your claim is denied or if you require treatment that the workers' compensation will not cover. We will only bill your insurance after exhausting all other options for workers' compensation payment.

Please be aware if you need further testing or surgery, most insurances require prior authorization for these procedures.

#### Follow-Up

It is important to see us for a follow-up appointment even if you are feeling better so that your progress is documented. This is essential should future appointments become necessary.