

HAND OUT ONLY WHEN MEDICAL ATTENTION IS REQUIRED

L&I Claims are now filed online! Please Remember to E-Sign your form. If you have any questions or require assistance with the online process please connect with:

Cris Bosket 425-385-4116 OR bosket@everettsd.org

Puget Sound Workers' Compensation Trust

425-917-7667 for additional questions

Visit our website to file your on the job injury claim.



www.pswct.org

Puget Sound WCT
www.pswct.org
425-917-7667

I've been injured and need to see the doctor. What do I do next...

Instructions:

Notify your school district of your injury. Visit our website, www.pswct.org, to begin the process of filing your on the job injury claim. This online form should only be completed when your injury needs medical attention. Once the online form has been completed, your district will receive a copy. Upon completion of the online portion, you will be provided paperwork to take to the doctor. A Claims Manager will be in contact with you.

**PUGET SOUND
WORKERS'
COMPENSATION
TRUST**

Treatment of On-the-Job Injuries in WA State Important Announcement -- New Law Effective January 1, 2013

Starting January 1, 2013, employees seeking medical attention for an on-the-job injury must seek care from physicians participating in the new Medical Provider Network.

The medical provider network is part of the historic 2011 workers' comp reforms designed to improve outcomes for injured workers and cut costs.

Anyone can check to see if their doctor is in the medical provider network by visiting www.FindADoc.Lni.wa.gov, an online directory that is updated daily.

Workers can find more information at www.NetworkInfo.Lni.wa.gov

Have questions? Please call: Puget Sound Workers Compensation Trust 253-778-7667

Hints for completing the claim process online:

- ❓ Once you access the claim process you have a total of three hours to complete it. Be sure to have all the information necessary prior to beginning so you don't get "logged out". If you do not complete the process within the three hours you will have to start over.
- ❓ DO NOT click on the red "X" on the upper left of your screen – this will close the screen and you will not have actually filed a claim. Also, if you do click on the red "X" you will have to start the process over as the system does not save the information until the claim is actually submitted.
- ❓ Be sure to actually sign the claim form and provide your email address. Employees are encouraged to use their district email, especially if they do not have a private email account.
- ❓ This process can be completed from any computer. Employees who do not have access to a computer or printer at home can use a district computer and printer.
- ❓ Employees who need assistance with the process can call Arlene Vollema-Rich at 425.385.4115. Computers are available in Human Resources for employees who need assistance with completing the process online.

It is extremely important that employees submit a copy of the completed Activity Prescription Form (or whatever paperwork the medical provider gives you) to Human Resources immediately after receiving treatment. This document can be faxed to the benefits office at 425.385.4135 or scanned and emailed to benefits@everettsd.org.