

**Workers' Compensation Injured Employee Checklist**  
**From the Law Offices of David Zimmerman, Sterling Heights, MI**  
**1-866-464-2889**



The following valuable information will help you take the proper steps in your interactions with doctors, employers, and insurance companies during your workers' compensation case in the State of Michigan. What we have outlined will make your life easier and help your case. Please consult our office if you have any questions.

**Important Points You Must Know to Start:**

- **Don't** attend any medical examinations scheduled by the employer or an insurance company unless you receive a check for mileage prior to the date of the exam.
- When attending an exam scheduled by a doctor, employer, or insurance company, **don't sign any forms or medical releases** without consulting with the Law Offices of David Zimmerman.
- **Do not** provide any information regarding your medical condition or workers' compensation case to anyone that contacts you. Refer all inquiries, of any type, to the Law Offices of David Zimmerman.
- To avoid any loss of benefits if you're a union member, please **make sure that your union dues are paid**.

**Recordkeeping:**

- Make copies of any and all paperwork including accident reports, documents, pay stubs, letters, medical records, etc. **Documentation is always important.**
- Keep a record of your mileage to and from your medical appointments including doctors' offices, hospital visits, physical therapy, etc. Use a travel mileage reimbursement form found here, from the State of Michigan:  
[http://michigan.gov/documents/wca/Travel\\_Reimbursement\\_Rates\\_209261\\_7.htm](http://michigan.gov/documents/wca/Travel_Reimbursement_Rates_209261_7.htm)  
Mileage is to be reimbursed at the travel reimbursement rate at the time of travel. Send all requests for mileage certified mail with return receipt requested and keep the signed receipts. Keep a copy of the mileage request form.

**Information to give to and receive from your Doctor:**

- When attending medical examinations scheduled by your attorney's office, take all medical records, CT scans, MRI films and x-rays for the doctors' review.
- Acquire a disability and/or restriction slip from your doctor which is required to continue all disability benefits including workers' compensation, no fault, short-term, and long-term disability.
- **Always** follow your doctor's restrictions and medical recommendations.
- If your injury occurred due to a vehicle accident, request a No-Fault Application for Benefits form.

**Information regarding your Employer:**

- Send a request to your employer by certified mail asking for benefits information on the benefits information on the benefits that you have in your employment with the firm, family medical leave benefits, sickness, and accident benefits, short-term or long-term disability, disability pension benefits, and wage continuation benefits. Keep a copy of the letter for your records.
- If you receive a certified letter/return receipt requested and it is from your employer, **sign for it**. If the letter **is not** from your employer, **do not sign for it**, until you have contacted the Law Offices of David Zimmerman.
- Report your injury to your employer and get a copy of Form 100 filed by the employer. If your employer fails to file a Form 100, you can file an Employee's Report of Claim (Form 117).