



Filing Your Pennsylvania Workers Compensation Claim: A Step By Step Checklist

If you have been injured at work, it is imperative that you begin attempting your workers' compensation claim as soon as possible. However, in the midst of dealing with your injury and navigating the reporting process, you don't want to have to worry about missing a step. You can use this checklist to help you keep track of every stage of the claims process for Pennsylvania worker's compensation.

Step One: Notify Management Of Your Injury

As soon as possible, notify someone in a management position that an injury has occurred. You want to give notice within 21 days and never beyond. For illnesses and repetitive traumas that may develop over time, you must file your report as soon as the diagnosis has been made.



Step Two: Complete An Incident Report

Once the injury has been reported, you should be asked to fill out an incident report. It is imperative that you, the worker, also receive a copy of this report to ensure that everything is reported accurately. In this report, be sure to be as specific as possible about how the injury occurred and which body parts have suffered. Be thorough here; at this stage, you don't know which minor aches and pains may develop into a larger problem further on.



Step Three: Find An Approved Doctor

At this stage, you should receive a list of doctors from your employer. Review these and choose the best one for you. You should keep a copy of the list that you received or, if you did not receive a list of doctors, you should document that it was not offered as well as any requests you may have made for this information.





Step Four: Make Your First Appointment

During your first doctor’s appointment, make a detailed report to the doctor about the injury how it occurred, and every symptom you have experienced. At this stage, it is important to give a *full* report and list even the most minor injuries.



Step Five: Look For Your Employer’s Review

After your report and initial doctor’s appointment, your employer has 21 days to review the claim and determine whether or not to accept it. At this stage, your employer will choose whether to accept the claim (in which case they will make the first payment) or to deny it.



Step Six: Hire An Attorney

If your claim has been denied, contacting an experienced workers compensation attorney may be in your best interest. However, you don’t have to wait until the very end to get the legal representation you need; if you believe you are being treated unfairly at any stage in the filing process, you should seek out legal help.



Need legal help in your workers’ compensation case now? Contact the Law Offices of Thomas More Holland today to talk with an experienced attorney who will help you seek the justice you deserve.

The Law Offices of Thomas More Holland

Call Us: (215) 839-3075