

## Workers

You have the right to an interpreter to help you understand and complete this form in your language of preference. This service is free. If you would like an interpreter, please let your employer know.

Complete the form to the Employer Section. Use a pen and press hard. Give the complete form to your employer when you're done. The information you provide will help determine whether you are eligible for benefits.

1. **Describe your injury or illness in as much detail as you can.** For example, if your arm was injured in a fall at work, state *which* arm and *how* the fall happened. If your condition developed over time, explain what caused your condition and what period of time the problem occurred.
2. **Provide *all* the information we request on the SIF-2** about your employment, family status, and dependents. This information is used to calculate your benefits.
3. **Read the Legal Notices on the worker's copy of the SIF-2 form before you sign.**

## Seven things you need to do while your claim is processed.

1. **Choose your own health care provider from the L&I Medical Provider Network**, even if someone else treated you right after your injury. You may choose from the following types of providers licensed to treat your injury and coordinate your care, medical, osteopathic, chiropractic, naturopathic, or podiatric; advanced registered nurse practitioners (ARNPs); dentists and optometrists. A provider directory is available at [www.Lni.wa.gov/FindADoc](http://www.Lni.wa.gov/FindADoc). Ask your claim manager about reimbursement if you must travel. Travel reimbursement must be authorized in advance.
2. **For faster processing and less paperwork, please complete the Provider Initial Report (PIR) completely with your provider.** Communicate with your health care provider. Make sure your provider knows your injury or occupational disease is job related and that you work for a self-insured employer. Talk with your provider about light-duty and your physical restrictions. Your provider will send this report to your employer or their representative.
3. **Talk to your employer about light-duty opportunities** if your doctor gives you approval and specific work restrictions. Many injured workers can continue working at full pay because employers may be able to modify their duties while they recover. Or, your employer may supplement any reduced pay for a different position. (Note: time-loss payments are *much* lower than income from work.)
4. **Do not pay for medical bills or prescriptions related to your injury.** If a pharmacist requires you to pay, keep the receipt and ask your employer or third party representative to reimburse you if your claim is allowed.
5. **Keep your claim number handy** and put it on all documents you send to your employer or third party representative.
6. **Write to your claim manager if you move or change health care providers.** Changes must be in writing and signed by you. Remember to write your claim number on it. Send the information to your claim manager.
7. **Cooperate with all reasonable requests** from your health care provider, employer, and others authorized to assist in your treatment and recovery.