

International Travel for Work

What employees need to know about disease and injury when traveling



If you are an employee who works abroad, you are at risk for contracting infectious disease or sustaining injuries.

This fact sheet provides resources to prevent or reduce those risks as well as information you should know in case of illness or injury.

Before you go, talk with your employer to determine if a cell phone should be set up for international calls and web access (international calling card).

How can you avoid diseases or injuries?

You should follow your company's written Accident Prevention Program regarding workplace safety. Know your employer's requirements for reporting incidents.

Prior to your travel abroad, you can find information and resources online that are specific to your destination.

Of the many travel websites available, here are two you may find helpful:

- Centers for Disease Control and Prevention website for travelers: www.cdc.gov/travel
- U.S. Department of State, Bureau of Consular Affairs: <http://travel.state.gov>

These sites offer information such as:

- How to avoid diseases or injuries
- Emergency resources
- How to get help with medical emergencies

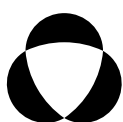
- Getting assistance in locating appropriate medical services
- How to contact the nearest U.S. Embassy or Consulate
- Lost and stolen passports
- Traveling notices and tips

What happens if you become ill or get hurt when traveling abroad?

1. Tell your employer as soon as possible.
2. Seek medical attention if necessary.
3. Complete your employer's incident report (take a copy with you, if available).
4. If you work for a self-insured employer, file your claim directly with them.
or
5. File your claim with L&I. When traveling abroad you have two options for filing:
 - Online at www.Lni.wa.gov/FileFast
 - By phone, toll-free 1-877-561-3453
 - (Phone lines are staffed 8 a.m. to 5 p.m., Monday through Friday, Pacific Standard Time.)

Note for employees insured by L&I who file online:

Prior to your medical appointment, if you are able, print out a copy of the *Report of Industrial Injury or Occupational Disease* form you submitted and take it with you to your appointment. Your claim number is the pre-printed number on the top right-hand corner of the *Report of Accident* form. It begins with the letter Z (that is, ZB#####).



Washington State Department of
Labor & Industries
Workers' Compensation Services

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

If you seek medical care abroad, we need your help gathering important information to process your claim.

In other countries, payment of hospital services and other expenses may be the patient's responsibility. Be aware that you may be required to pay for treatment at the point of service or hospitalization.

The following steps will ensure we get the medical reports and billing documentation needed to review your claim and to reimburse you for medical care if your claim is accepted.

If you seek medical care with a provider who speaks and reads English, follow steps 1–4.

If your provider does not speak or read English, begin at step 4 below:

1. Tell them if your injuries are work related.
2. Provide the physician with a copy of the *Report of Accident* form (if you submitted your claim online and printed out a copy prior to your appointment).
3. Ask the physician to complete and sign the Healthcare Provider's section at the bottom of the form. **Note:** They may decline.
4. Obtain copies of all your medical records and reports, prior to leaving their country.

If copies of medical records are not available before leaving, obtain a medical release form. Make sure it includes:

- Hospital/clinic name
- Address
- Phone number

Note: You will need to complete and sign the medical release form before sending it to L&I or your self-insured employer. This will allow us to request your medical records when they are available.



5. Get an itemized bill that includes:
 - Hospital/clinic name
 - Address
 - Phone number
 - Procedure/condition treated (with procedure codes, if applicable)
 - Total charges including tax
 - Documentation confirming any payment you made for the services, including the type of currency.

Send the requested documentation as soon as possible for processing.

If you filed your claim with L&I, make sure your claim number is on the top right hand corner of all documents you send us.

For L&I claims, you may fax or mail your documentation to the following:

Fax: 360-902-4567

or

Mail: Department of Labor & Industries
P.O. Box 44291
Olympia WA 98504-4291