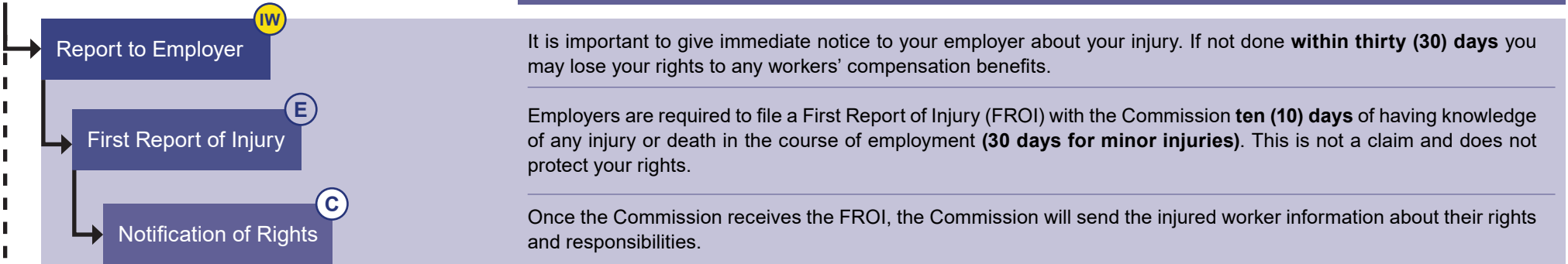




"I've been hurt on the job, now what?"

Report of Injury and Notification of Rights

Task for: IW Injured Worker E Employer/Insurer C Commission CA Claim Administrator

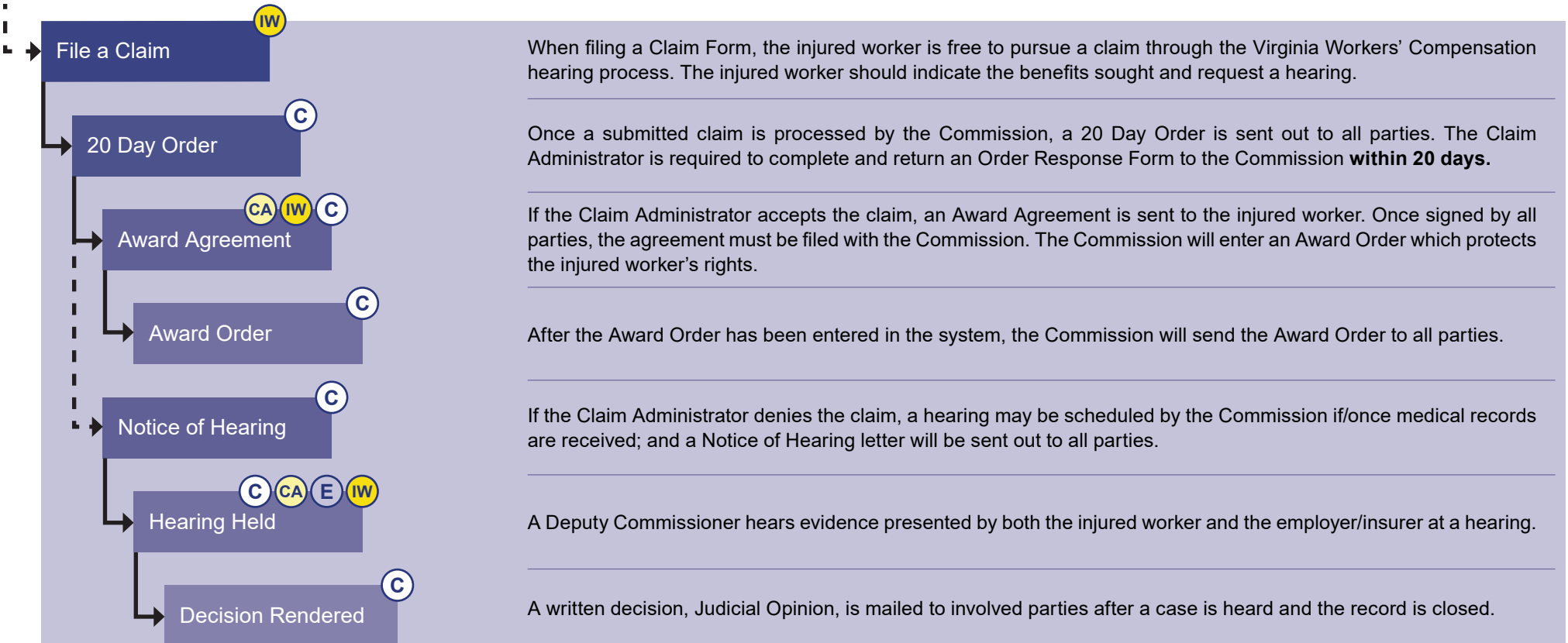


It is important to give immediate notice to your employer about your injury. If not done **within thirty (30) days** you may lose your rights to any workers' compensation benefits.

Employers are required to file a First Report of Injury (FROI) with the Commission **ten (10) days** of having knowledge of any injury or death in the course of employment (**30 days for minor injuries**). This is not a claim and does not protect your rights.

Once the Commission receives the FROI, the Commission will send the injured worker information about their rights and responsibilities.

Claim Filing & Process



When filing a Claim Form, the injured worker is free to pursue a claim through the Virginia Workers' Compensation hearing process. The injured worker should indicate the benefits sought and request a hearing.

Once a submitted claim is processed by the Commission, a 20 Day Order is sent out to all parties. The Claim Administrator is required to complete and return an Order Response Form to the Commission **within 20 days**.

If the Claim Administrator accepts the claim, an Award Agreement is sent to the injured worker. Once signed by all parties, the agreement must be filed with the Commission. The Commission will enter an Award Order which protects the injured worker's rights.

After the Award Order has been entered in the system, the Commission will send the Award Order to all parties.

If the Claim Administrator denies the claim, a hearing may be scheduled by the Commission if/once medical records are received; and a Notice of Hearing letter will be sent out to all parties.

A Deputy Commissioner hears evidence presented by both the injured worker and the employer/insurer at a hearing.

A written decision, Judicial Opinion, is mailed to involved parties after a case is heard and the record is closed.

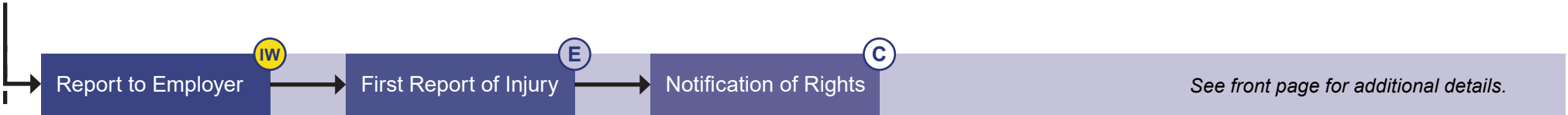


"My claim has been denied, now what?"

Disputed Workers' Compensation Claims Process

Report of Injury and Notification of Rights

Task for: IW Injured Worker E Employer/Insurer C Commission CA Claim Administrator



Claim Filing & Process

