

## WORKERS' COMPENSATION for local government & private sector employees

- **Notify your supervisor of the accident as soon as possible.**
  - Under the law you have 30 days to notify your supervisor but don't wait that long.
- **Get medical treatment from any physician who accepts Workers' Compensation.**
  - Be sure to tell physician it is a Workers' Compensation case.
  - Your treating physician must file form **C-4** with the Workers' Compensation Board and the State Insurance Fund.
  - No claim is established without medical treatment.
  - *You have the right to be treated by a physician of your choice.*
- **File a Workers' Compensation Board (WCB) form C-3 (Employee's Claim for Compensation)**
  - Call CSEA at **1-800-342-4146**. Follow the prompts for **Legal Services Program** and select the option for **"injury-related matters"**.
  - You will be connected to the statewide law firm of **Fine, Olin & Anderman, LLP, (FOA)** the statewide law firm endorsed by CSEA.
  - A representative from FOA will **help you fill out the C-3 form** over the phone or via computer, and also send you forms so FOA can represent you for your Workers' Compensation case.
  - When you send back the signed forms, FOA will *file your claim (C-3 form) at the Workers' Compensation Board*, and,
  - An FOA attorney will represent you at all Workers' Compensation hearings. You will also be assigned an FOA Legal Assistant.

### REMEMBER:

- 1. REPORT YOUR INJURY TO YOUR SUPERVISOR WITHIN 30 DAYS.**
- 2. YOU MUST SEE A DOCTOR WHO ACCEPTS WORKERS' COMPENSATION.**
- 3. FILE A WORKERS' COMPENSATION BOARD (WCB) FORM C-3.**

How? Call **CSEA** at **1-800-342-4146**, ask for **Legal Services, Injury Matters** and get connected to the law firm **Fine, Olin & Anderman (FOA)**. A representative from FOA will help you fill out the C-3 form – the law firm will file the claim for you at the WCB and represent you for your case.