



HOW DO I BEGIN THE 4-STEP PROCESS?

▶ STEP 1

Get Copies of your Workers' Compensation Insurance File & Medical Records

Please get copies of your

- Workers' compensation insurance company file
- AND**
- Copies of all of the medical records from any provider that has treated you for the condition that is part of your workers' compensation claim

- AND** If you have prior industrial claims or pre-existing medical conditions that are to the same part of your body, it would also be helpful to secure those records.
- AND** Get Industrial Commission of AZ records (see below).

HOW DO I GET A COPY OF MY FILES?

Write or Call Your Workers' Compensation Insurance Carrier Claims Representative

You can obtain a copy of the Workers' compensation insurance company file by calling or writing a note requesting a copy of the entire claims file including pleadings, medical records, and all documents that are public. They are entitled under Arizona law to charge you \$.25 a page for these records. Make sure they send the files directly to you. Please **do not** send the records to my office. Bring them to your appointment.

CALL THE INDUSTRIAL COMMISSION OF ARIZONA (602) 542-4661

Your workers' compensation file can be obtained from the Industrial Commission of Arizona. Contact the claims office at (602) 542-4661, and they will tell you how to obtain a copy of your entire claims file. Please **do not** send the records to my office. Bring them to your appointment. Please note that the **documents in the Industrial Commission's file may not be the same documents in the insurance carrier file**. However, it is **important to have all of these documents for comparison**.

IF NECESSARY, ATTENDING PHYSICIAN RECORDS - CALL, WRITE, OR STOP BY THEIR OFFICE

If you require records from your attending physician, please make every effort to stop by, call them, or write them a letter and pick up your documents. Like the Industrial Commission and the workers' compensation carrier, they have the right to charge you for copies of those documents. Please **do not** send the records to my office. Bring them to your appointment.

▶ STEP 2

Deliver All Documents You Collected to our Office - Please do not tell your workers' compensation carrier, the Industrial Commission, or your doctors to send records to my office. See note below.

Mail:

Law Offices of Robert E. Wisniewski
 P.O. Box 33217
 Phoenix, AZ 85067-3217

Fax:

602-230-7579

Email:

gparra@azhurtonthejob.com

Drop Off:

Law Offices of Robert E. Wisniewski
 519 E. Thomas Road
 Phoenix, AZ 85012

▶ STEP 3

Please be patient as our Attorney reviews your records - approximately one week to ten days. Our Client Services Representative will contact you to schedule an appointment to discuss your records.

No action will be taken on your claim during the review process. *It is important to know* that you are free to deal with the workers' compensation insurance company on your own and take whatever steps are necessary to protect your interests on your claim and respond to any documents that you may receive. Again, this firm will not take any action on your workers' compensation claim, and the giving of advice over the telephone does not mean that we are going to take any action.

ATTEND YOUR SCHEDULED APPOINTMENT WITH OUR OFFICE.

▶ STEP 4

If we have mailed you our workers' compensation fee and cost agreement, sign and return the retention documents to our office. Please sign and return these retention documents by mail, email, fax, or drop them off at our office (See information above).