



Department Of Labor  
PO Box 488  
Montpelier, VT 05601-0488  
(802) 828-2286 Phone  
(802) 828-2195 FAX

## Employee's Notice of Injury and Claim For Compensation (Form 5) INSTRUCTION SHEET

In workers' compensation claims the **injured worker has the burden of proving their injuries are work related**. The injured worker must demonstrate through medical evidence the extent of their injuries and disability as well as the causal relationship to the work injury. In order to process your claim for workers' compensation benefits **you MUST provide the following information:**

1. Complete the attached Employee's Notice of Injury and Claim For Compensation (Form 5). If you are claiming lost time from work, please also complete the attached Certificate of Dependency and Employee Exemption Report (Form 10/10s).
2. Enclose copies of relevant medical records. This is required to process your claim. Check off and attach any of the relevant medical records noted below:
  - treatment notes from each office visit you had with any medical provider
  - emergency room records
  - radiology reports (not films)
  - chiropractic records
  - physical therapy notes
  - written clarification from your treating providers as to whether they feel your condition is work-related (strongly recommended).
3. List names of any witnesses to your injury or persons involved in your accident. If possible, include contact information. \_\_\_\_\_
4. Answer the following questions (attach additional sheets if necessary)
  - What are your present symptoms? \_\_\_\_\_
  - Where did you first receive treatment? \_\_\_\_\_ on what date? \_\_\_\_\_
  - Who chose the first treating medical provider? \_\_\_ you \_\_\_ employer
  - Who is currently providing treatment to you? \_\_\_\_\_
  - When is your next appointment date? \_\_\_\_\_ with whom? \_\_\_\_\_
  - Have you returned to work? \_\_\_yes\_\_\_ no - if yes, on what date? \_\_\_\_\_
  - Are you working your regular hours? \_\_\_yes\_\_\_ no - if no, hours working \_\_\_\_\_

**Return this instruction sheet with the Form 5 and Form 10/10s to the Dept. address above.**

It is recommended that you keep copies of all submitted information for your records. If you are still receiving treatment for your injury/illness you should continue to provide updated medical records to the insurance company and this office until a decision is made on your claim.