

What you should know about your personal injury case...

Thank you for allowing us this opportunity to represent you in your personal injury case. The following information is intended to help you understand what to expect as your case progresses and what we will be requesting from you. Please be sure to read each of these items and contact us with any questions you may have.

Insurance Policies - Please provide this office with any insurance policy under which you may be a covered individual. Do not talk to any insurance adjusters or sign anything without our knowing.

Monthly Report - It is important that you provide our office with a status report (written or by telephone) letting us know how you are doing.

Change of Address - If you have a new address or telephone number, please let us know immediately so we may keep in contact with you concerning your case.

Loss of Wage Form - If you missed any time from your employment as a result of this accident, we will need your employer to complete a loss of wage form stating the days missed and your hourly wage. We must have this verification before the insurance company will consider reimbursement of your lost wages. You also must have a doctor state you are unable to work if you are to be reimbursed for lost wages. These doctor's notes must be updated monthly. The insurance company has thirty (30) days to process these requests and send you your check.

Remain Under Physician's Care - We ask that all of our clients remain under the care of their physician as long as they are continuing to have problems related to this accident. Also, it is very important that you let any doctor, dentist, therapist or anyone else you might see concerning your medical problems know about your accident so that they may properly document your records. Also, please keep us updated should there be any change in the physician or medical provider treating you. While you are receiving treatment for your injuries, your file is basically at a standstill until you have been released from all doctors. Under most circumstances, we will not discuss settlement with the insurance company until you have been released.

Medical Bills - When you receive any bills for medical treatment, please mail them to our office. If it is more convenient to drop them off, you are more than welcome to bring them to our office. We will submit your bills to the insurance company and ensure they are paid. The insurance company has thirty (30) days to process these bills for payment.

Settlement Demand - Once your medical treatment is complete, we will order all of your medical records and treatment expenses. It can take anywhere from two (2) to four (4) weeks to receive your records. When we have obtained these records, we will forward them along with any photographs and other documentation to the insurance company to be reviewed. It usually takes approximately four (4) to six (6) weeks for them to review the file. At this point, we will begin to negotiate with the insurance adjusters and work towards settling your case.

No Question is Too Small - We understand this is a very difficult time for you and that you are dealing with the affects of the injuries you sustained in this accident. It is very important to us that you understand and are confident in the work we are doing in your case. If you should ever have ANY questions, please do not hesitate to call our office or schedule a time to meet with us so that we may answer any of your questions or concerns.

We look forward to this opportunity to work with you!