



## Salem Naturopathic Clinic, P.C.

1305 Broadway Street NE • Salem, OR 97301 • ph. 503 364-1441 • fax 503 364-9924

### Workers' Compensation Intake Form

Name of Patient:	
Date of Birth:	
Insurance Company:	
Address of Insurance Co:	
Phone of Insurance Co:	
Policy Number:	
Claim Number:	
Date of Loss:	
Time of Loss:	
State in Which Loss Occurred:	
Adjuster's Name:	
Adjuster's Phone Number:	



## Salem Naturopathic Clinic, P.C.

1305 Broadway Street NE • Salem, OR 97301 • ph. 503 364-1441 • fax 503 364-9924

### **Workers' Compensation Financial Policy**

This Workers' Compensation Financial Policy outlines financial terms and conditions specifically related to payment for the treatment of your work-related injury. All other terms and conditions of our general Financial Policy, which you also signed, will apply.

- We will file your Workers' Compensation claim with your employer's Workers' Compensation insurance carrier. You must provide us with the information needed in order to file the claim by completing the attached Intake Form.
- You should verify that your employer's Workers' Compensation Insurance carrier will allow you to be treated by us (SAIF, CCMSI and Sedgewick, for example, may not).
- In the event that your claims are denied by your employer's Workers' Compensation insurance carrier, any balance on your account becomes due in full within 30 days.
- In the event that your claims are denied by your employer's Workers' Compensation carrier, we **may** be able to file your claim with your personal health insurance carrier. Though we may attempt to bill your personal health insurance carrier, there is no guarantee that they will pay the claim.
- We will not accept an attorney's 'letter of protection' for claims being disputed or in litigation and payment will be collected at time of service in these cases.
- Missed appointment fees cannot be billed to your employer's Workers' Compensation insurance carrier. You will be personally responsible for paying these fees. Please see general Financial Policy for full details.

Regardless of the outcome of your Workers' Compensation claim against an insurance company or litigation you might pursue related to your Workers' Compensation claim, you are ultimately personally responsible for payment of any services provided by Salem Naturopathic Clinic, PC. Please see our general Financial Policy for payment terms.

## Workers' Compensation Financial Policy (Cont.)

In the event that my Workers' Compensation claim is denied or my benefits exhausted, my preference would be the following (please select one):

	<p>I would like Salem Naturopathic Clinic to attempt to bill my personal health insurance for this claim. My insurance information is:</p> <p>Insurance Carrier: _____</p> <p>Policy Number: _____ Group Number: _____</p> <p>Mailing Address for Claims:</p> <p>_____</p> <p>Name of Insured: _____ Date of Birth of Insured: _____</p> <p>Relationship to Insured: _____</p>
	I would NOT like Salem Naturopathic Clinic to attempt to bill my personal health insurance for this claim.
	I would like to decide this later. I will contact Salem Naturopathic Clinic prior to my claim being denied.

**I have read and understand the Workers' Compensation Financial Policy and agree to abide by its guidelines:**

\_\_\_\_\_  
Patient name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Relationship to Patient

## A Guide for Workers Recently Hurt on the Job

### How do I file a claim?

- Notify your employer and a health care provider **of your choice** about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Health Care Provider's Report for Workers' Compensation Claims,"** available from your health care provider.

### How do I get medical treatment?

- You may receive medical treatment from the health care provider **of your choice**, including:
  - Authorized nurse practitioners
  - Chiropractic physicians
  - Medical doctors
  - Naturopathic physicians
  - Oral surgeons
  - Osteopathic physicians
  - Physician assistants
  - Podiatric physicians
  - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

### Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

### If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

### What if I have questions about my claim?

- The insurance company or your employer should be able to answer your questions.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

#### **Ombudsman for Injured Workers:**

#### **An advocate for injured workers**

Toll-free: 800-927-1271

Email: [oiw.questions@oregon.gov](mailto:oiw.questions@oregon.gov)

#### **Workers' Compensation Resolution Section**

Toll-free: 800-452-0288

Email: [workcomp.questions@oregon.gov](mailto:workcomp.questions@oregon.gov)

**Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?** You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).