

# Directions for Filling out Mileage and Prescriptions Reimbursement Forms

BOTH FORMS FOUND ONLINE AT <http://www.ic.nc.gov/forms.html#claims>  
Or, our website at <http://ramsaylawfirm.com/client-section/> (login:ramsayramsay)

## FORM 25T (Mileage Claims)

The Form 25T is only for doctor and physical therapy visits. Please note that the insurance company does *not* have to pay for a separate trip to the pharmacy - you should stop at the pharmacy on the way home from the doctor's office and include that trip in the mileage to see the doctor

- The location you are going must be more than 10 miles from your home or a 20 mile round trip for it to be covered by Workers Compensation
- The rate for 2020 is \$0.575 per mile
- Fill out the Form 25T *completely*, making certain that you *sign* the Form on the bottom
- Double check all of the *dates* for which you have claimed mileage. The insurance adjuster will compare your Form with the notes from the doctor's or physical therapist's office, so pay careful attention to any appointments that were canceled or re-scheduled. An error may cause the adjuster to refuse to pay the other mileage on the Form and cause a delay in your receipt of the mileage check sent
- Keep track of the date you or our office sent the Forms to the adjuster. If MORE THAN 2 WEEKS have passed and you have not received a mileage check, contact us with the total amount due, the time period the mileage covered, and the date it was sent to the adjuster
- Mileage checks are paid directly to you. We rely upon you to keep records concerning the checks you have received and what checks are outstanding
- If an overnight stay is necessary for your medical treatment, call us before your trip to discuss the documentation needed for your reimbursement

## FORM 25P (Prescription Claims)

The Form 25P can be used for a variety of purposes, but is usually used for reimbursement of prescription medications and for small medical supplies. For example, if your doctor requires you to change a dressing on your injury or told you to obtain a cream or lotion from the drug store, these supplies should be covered under your worker's compensation claim.

- Fill out the Form completely and make certain to *sign* the bottom of the Form
- We are not aware of any pharmacies that will issue a prescription unless you pay for it or the adjuster has given specific approval in advance. Therefore, you will most likely check the box that reimbursement is to made directly to you, the employee
- Send a copy of the Form to the adjuster, attaching the original receipt for the prescription  
Keep a copy of the Form and receipt for your records
- Keep track of the date you or our office sent your request to the adjuster
- Checks for prescription reimbursements are also paid directly to you