



### **Directions for Keeping a Log of Benefit Checks Received**

When an insurance adjuster sends a check to you, they have several different documents which show when, to where, and the amount of any check sent out. If you do not receive a check or the check is different from what is shown in the insurance company records, it is a difficult and lengthy process to obtain a corrected check. As such, we created a system to protect you and shorten the process of correcting any errors made by the insurance company. This system requires you keep a log of any checks you receive from the insurance company.

We have attached a log to assist you in keeping track of the checks you receive. To make the log useful, you must write down *every* check you receive from the insurance company. Even if the check is sent from our office, keeping this log will make it easier for us to communicate with you about any problems with a specific check. Please remember that mileage and prescription reimbursement checks will be sent directly to you.

Whenever you get a check:

- Enter the date it was received onto the log
- Enter the check number and the amount of the check. The check stub or the face of the check should show why the check was issued. It may be for mileage reimbursement or weekly benefits. Weekly benefits are usually shown on a check as "TTD or "TPD" benefits, with the week of benefits covered listed next.
- Entered the time period the check covers into the "Period Covered" box of the log. Look for language similar to "TTD 02/08/16 – 02/14/16"
- If the check is for mileage reimbursement, check the box for "25T"
- If the check is for prescription reimbursement, check the box "25P"

If you are missing a check or receive a check that you believe is incorrect, please have your log in front of you when you call our office. Once we obtain the information from you, we will start our procedures to have the insurance company correct any error.

If you have returned to work at reduced wages or reduced hours and the insurance company is responsible for making up the difference, please be certain to keep any pay stubs for wages from your employer. This will help us document your lost wages and again, decrease the time required to obtain your benefits. If you wish, you can enter your pay checks onto the log, just be certain that you mark that the check was from your employer rather than from the insurance company.

If you have any questions about using the log or feel you cannot keep the log, please let us know. We are here to help you.

## LOG OF WORKER'S COMPENSATION CHECKS

**CLIENT NAME:** \_\_\_\_\_

	Date Received	Check No.	Check Amt.	Period Covered (ex: 02/08/16 to 02/14/16)	25T	25P