

Injury Claim File CHECKLIST



Correspondence

- Notification Letters
- Insurance Company Response
- Letters to Medical Providers
- Correspondence with Adjuster
- Demand Letter
- Other Correspondence



Medical Bills

- Ambulance Bill
- Emergency Room Bill (Hospital and Doctor)
- Urgent Care Bill
- Treatment Bills
- Imaging Study Bills
- Therapy Bills
- Receipts (meds, crutches, etc.)
- Replacement Services Receipts
- Transportation Receipts or Mileage



Medical Records

- Ambulance Report
- Emergency Room/Urgent Care Report
- Test Reports
- Treatment Notes
- Your Injury Diary
- Statements of Caregivers



Property Damage Evidence

- Vehicle Repair Bills/Estimates
- Repair or Replacement Cost of Personal Items (glasses, clothing, etc.)



Wage Verification

- Work Notes from Doctor
- Pay Stubs Prior to Crash
- Income Statement from Employer (or Profit and Loss Statements if self-employed)



Reports and Witnesses

- Police/Incident Report
- Witness Contact Info
- Witness Statements



Photographs

- Scene Photos/Videos
- Injury Photos



Notes

- Summary of Incident
- Phone Log
- Injury Diary

How to Use Your Injury Claim File CHECKLIST

A complete and organized claim file can strengthen your case whether you handle your own insurance claim or hire an attorney. Use this checklist to ensure you've gathered the facts and evidence necessary to make a strong injury claim.



Helpful Tips for Organizing Your Claim File

Use a large file box with plenty of file folders, or organize your documents in three-ring-binders with tabbed dividers. Put your injury claim file in a safe and private place.

Correspondence

- **Make a file copy of any forms or letters you send out**
- **Include printed-out copies of emails**
- **Organize correspondence by date, from oldest to newest**

Medical Bills and Records

Most injury compensation calculations are based on total medical expenses, so you'll need all your bills. Treatment and therapy records justify why you needed the medical services and missed work.

- **If you have a lot of medical bills, group them by provider, then by date of service**
- **You'll need bills that show the full cost of services and meds, not just your copay**
- **Imaging studies will have separate bills for the facility and the radiologist**

Photographs

- **Print clear copies of digital photos**
- **Write the date, place, and an explanation on the back**
- **Never alter or enhance photographs**

Notes

- **Keep your telephone log in front of your file, with the date, time, person's name, and a short summary of the conversation**
- **Your injury diary should include information on your pain levels, limitations, and other effects the injuries have had on your daily life**



Notes: