

REHABILITATION & COMPENSATION FORM

Claim Form and Instructions

NOTE:

- **ALL PAGES** of the claim form must be downloaded and submitted to your employer – including the employer's report.
- **Questions 1 to 8** must be filled in by the worker **BEFORE** forwarding the document to the employer to complete questions 9 to 13.
- It is the **EMPLOYER'S RESPONSIBILITY** to forward the completed claim form along with all other documentation to their insurance company.

Instructions

The NT WorkSafe Workers' Compensation Claim Form is the only approved form for lodging a claim for workers' compensation in the Northern Territory. In the event of a work-related injury or disease, an employer or worker may download this form, which should then be completed by both the injured worker and the employer. See instructions below.

Injured worker

- Complete the claim form by printing clearly and answering all relevant questions.
- Make sure you sign the **Declaration** and **Authorisation for Medical and Personal Information** on the claim form.
- If you are unable to fill in this claim form you can arrange for someone else to complete the claim form on your behalf.
- The more information you provide on the form the quicker the claim can be progressed.
- If you are claiming compensation for **loss of income** you **must** submit a **Northern Territory Workers' Compensation First Medical Certificate** with your claim form. You will need to get this from your doctor.
- If you are claiming compensation for **medical expenses only**, you need only to provide the relevant account/s or receipt/s with your claim form.
- When you complete your claim form, attach your Northern Territory Workers' Compensation First Medical Certificate (if applicable) and any other relevant documents (eg medical receipts/ accounts).
- Keep a copy of your Workers' Compensation Claim Form and any documents you have attached, for your own future reference.
- Hand or post your claim form to your employer as soon as possible.
- If you are posting the claim form to your employer it is advisable to send it by registered mail.

Employer

- When you receive the completed claim form from the injured worker, you need to complete all sections of the **Employer's Report on Incident**.
- When you have received the claim form you must complete it and forward it within **3 working days** to your relevant insurer, together with the Northern Territory Workers' Compensation First Medical Certificate (if applicable) and any other attached documents (eg medical receipts/ accounts).
- Retain a copy of the claim form and attached documents for your own future reference.
- If the injured or ill worker is unable to complete a claim form please arrange for a claim form to be completed on their behalf.
- If a worker has died due to a work related injury or disease, **do not** fill in this claim form, instead please contact NT WorkSafe on our toll free number 1800 250 713 (Australia wide).