

## What You Need To Know About Your Injury Claim

The overall goals of the Wyoming Workers' Compensation Division are to assist you in recovering from your work-related injury and to help you return to work.

## Your Responsibilities

Please note, a report of injury is not a claim for benefits. Medical bills, reimbursements and compensation claims must be applied for using the appropriate Wyoming Workers' Compensation Division forms.

When corresponding with the Wyoming Workers' Compensation Division, be sure to include your claim number in every letter. When calling the Wyoming Workers' Compensation Division, please identify yourself by name, claim number and phone number. Every effort is made to return calls within 24 hours.

You must notify the Wyoming Workers' Compensation Division in writing whenever you change your mailing address, physical address or phone number. Complete records will not be updated until written notice is received. Failure to report address changes in writing may result in benefit checks and/or other documents being mailed to the wrong location.

The claims analyst assigned to manage your claim is the person you should contact at the Wyoming Workers' Compensation Division in order to obtain assistance, information and forms regarding your Worker's Compensation claim. Your claims analyst cannot discuss your claim with any other party, except your employer, without authorization from you. If you want to authorize the Wyoming Workers' Compensation Division to discuss your claim with anyone other than yourself, please complete the Release of Information form, sign and date it, then mail to the Wyoming Workers' Compensation Division.

## To Obtain Medical Benefits

Give your nine-digit claim number to everyone providing medical services for your work-related injury or condition. Please tell the provider to record your claim number in your medical chart for future reference. Medical bills cannot be processed for payment without a claim number.

## Temporary Total Disability Benefits

You may qualify for Temporary Total Disability benefits if you are unable to work in any capacity and lose wages because of your work-related injury or condition. The Wyoming Workers' Compensation Division offers automatic deposit. If you are interested, talk to your claims analyst.

You must apply for Temporary Total Disability benefits. A report of injury is not a claim for Temporary Total Disability benefits. You must complete and submit an Application For Temporary Total Disability Benefits to your treating health care provider. Your health care provider must then complete the Health Care Provider's Certification section and submit it to the Wyoming Workers' Compensation Division. Your health care provider may certify Temporary Total Disability for the anticipated duration of your inability to work.

## Reimbursements

The Wyoming Workers' Compensation Division will only reimburse for travel expenses for travel to the closest available medical facility or hospital needed to treat a work-related injury. Travel of less than 10 miles one way will not be reimbursed. Reimbursements will be paid at the rate established for state employees.

If you were required to pay for medical care and/or prescription medications related to your work injury, those receipts may be submitted for reimbursement on a form provided by Wyoming Workers' Compensation Division.

All other medical care and prescription medication must be billed directly to the Wyoming Workers' Compensation Division. The Wyoming Workers' Compensation Division will not reimburse for insurance co-pays or deductibles.

## Change of Health Care Provider

Once you choose a health care provider to treat your work-related injury, you may change health care providers with proper notification to the Wyoming Workers' Compensation Division or by referral from your health care provider. When completing the Change of Health Care Provider Form, you must explain why you want to change health care providers. The Wyoming Workers' Compensation Division will notify both the prior and new health care provider of the change. You may not continue to treat with a prior health care provider after you submit a change.

## Available Forms

The following forms are available for your use and can be downloaded online at [wyomingworkforce.org](http://wyomingworkforce.org):

- Application for Temporary Total Disability
- Reimbursement Voucher
- Release of Information
- Change of Health Care Provider

## More Information

- Additional information regarding your benefits can be found online at [wyomingworkforce.org](http://wyomingworkforce.org), by calling (307) 777-5476 or via email at [dws-askmewc@wyo.gov](mailto:dws-askmewc@wyo.gov).
- The Wyoming Workers' Compensation Act can be found in Title 27, Chapter 14 of the Wyoming Statutes (W.S. § 27-14-101 through § 27-14-805).
- The Act and the Rules, Regulations and Fee Schedules of Wyoming Workers' Compensation



# INFORMATION FOR INJURED WORKERS

- Division is available online at [wyomingworkforce.org](http://wyomingworkforce.org).
- The filing of an injury report is not a claim for benefits. It is required by law. You must apply separately for each benefit to which you believe you are entitled.
- Workers' Compensation benefit payments are not considered "earnings" for income tax purposes.
- Electronic Funds Transfer is available for all Workers' Compensation benefit payments. Contact your claims analyst for more information and to obtain the necessary application.
- Another source for obtaining information is the Providers, Injured Workers and Employers Resource System (PIERS). This online program gives customers the ability to retrieve case and billing information during business and non-business hours. You can access PIERS at [wyomingworkforce.org](http://wyomingworkforce.org).

## Third Party Lawsuits and Recovery

If you receive any money as a result of a recovery due to your injury, you or your attorney must notify the Wyoming Attorney General's Office. The Wyoming Workers' Compensation Division is entitled to be reimbursed for all payments made on your case, not to exceed one-third of the total recovery.

According to the Wyoming Workers' Compensation Act, anyone who knowingly makes or allows any misrepresentation or false statement to be made for the purpose of receiving payments under the Act is guilty of a misdemeanor or felony punishable by a fine, imprisonment or both (W.S. § 27-14-510).

Another great resource brought to you by the Wyoming Department of Workforce Services



**WE WORK FOR YOU!**

**Wyoming Department of Workforce Services  
Workers' Compensation Division**  
1510 East Pershing Blvd., Cheyenne, WY 82002

Wyoming Workers' Compensation

