

## How to file a workers' compensation claim form

Use a claim form to report a work injury or illness to your employer.

Please read and follow the instructions on the top of the form.

Complete only the "employee" section. Be sure to **sign** and **date** the claim form and **keep a copy for your records**.

Return the claim form to your employer right away in person or by mail. If you mail the claim form, use certified mail -- return receipt requested -- so you have a record of the date it was mailed and the date it was received. If you don't return the completed form to your employer you may risk your right to benefits.

You have the right to receive up to \$10,000 in medical care under treatment guidelines while your employer decides whether to accept or deny your claim. Your employer must approve that treatment within one working day of receiving your claim form.

Your employer should fill out the "employer" section and forward the completed claim form to the insurance company. Your employer should give you a copy of the completed claim form. If they don't, request a copy and keep it for your records.

Generally, the insurance company has 14 days to mail you a letter telling you the status of your claim. If you don't receive this letter, call the insurance company to find out the status of your claim.

If you need help, call an Information and Assistance (I&A) office, or attend a workshop for injured workers. The local I&A phone numbers are listed on the back of this guide. You can get information on a local workshop from the I&A office or on the Web at [www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc).

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those presented here.

## **WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES**

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**ANAHEIM, 92801-1162**

1661 N. Raymond Ave., Suite 202  
Information & Assistance Unit **(714) 738-4038**

**BAKERSFIELD, 93301-1929**

1800 30<sup>th</sup> Street, Suite 100  
Information & Assistance Unit **(661) 395-2514**

**EUREKA, 95501-0481**

100 "H" Street, Suite 202  
Information & Assistance Unit **(707) 441-5723**

**FRESNO, 93721-2280**

2550 Mariposa Street, Suite 4078  
Information & Assistance Unit **(559) 445-5355**

**GOLETA, 93117-3018**

6755 Hollister Avenue, Suite 100  
Information & Assistance Unit **(805) 968-4158**

**GROVER BEACH, 93433-2261**

1562 Grand Avenue  
Information & Assistance Unit **(805) 481-3380**

**LONG BEACH, 90802-4339**

300 Oceangate Street, Suite 200  
Information & Assistance Unit **(562) 590-5240**

**LOS ANGELES, 90013-1105**

320 West 4<sup>th</sup> Street, 9<sup>th</sup> Floor  
Information & Assistance Unit **(213) 576-7389**

**OAKLAND, 94612-1402**

1515 Clay Street, 6<sup>th</sup> Floor  
Information & Assistance Unit **(510) 622-2861**

**OXNARD, 93030**

2220 East Gonzales Road, Suite 100  
Information & Assistance Unit **(805) 485-3528**

**POMONA, 91768-1601**

732 Corporate Center Drive  
Information & Assistance Unit **(909) 623-8568**

**REDDING, 96001-2796**

2115 Civic Center Drive, Suite 15  
Information & Assistance Unit **(530) 225-2047**

**RIVERSIDE, 92501-3337**

3737 Main Street, Suite 300  
Information & Assistance Unit **(951) 782-4347**

**SACRAMENTO, 95825-2403**

2424 Arden Way, Suite 230  
Information & Assistance Unit **(916) 263-2741**

**SALINAS, 93906-2204**

1880 North Main Street, Suites 100 & 200  
Information & Assistance **(831) 443-3058**

**SAN BERNARDINO, 92401-1411**

464 West Fourth Street, Suite 239  
Information & Assistance Unit **(909) 383-4522**

**SAN DIEGO, 92108**

7575 Metropolitan Drive, Suite 202  
Information & Assistance Unit **(619) 767-2170**

**SAN FRANCISCO, 94102-7002**

455 Golden Gate Avenue, 2<sup>nd</sup> Floor  
Information & Assistance Unit **(415) 703-5020**

**SAN JOSE, 95113-1482**

100 Paseo de San Antonio, Suite 241  
Information & Assistance Unit **(408) 277-1292**

**SANTA ANA, 92701-4070**

28 Civic Center Plaza, Suite 451  
Information & Assistance Unit **(714) 558-4597**

**SANTA MONICA, 90405-5219**

2701 Ocean Park Blvd., Suite 220  
Information & Assistance Unit **(310) 452-1188**

**SANTA ROSA, 95404-4760**

50 "D" Street, Suite 420  
Information & Assistance Unit **(707) 576-2452**

**STOCKTON, 94202**

31 East Channel Street, Suite 344  
Information & Assistance Unit **(209) 948-7980**

**VAN NUYS, 91401-3373**

6150 Van Nuys Blvd., Suite 105  
Information & Assistance Unit **(818) 901-5374**