

Use this form as a guide to determine what documents and records you should have for your claim.

PERSONAL INJURY DOCUMENTATION CHECKLIST

Date of Injury: _____ **Claim No.** _____

Insurance Company: _____

Adjuster: _____

DATE OBTAINED:

_____ **MEDICAL RECORDS AND BILLS**

1. Do I have records for each date listed in the bills?
2. Obtain prescription expenses

_____ **OBTAIN PIP LEDGER TO VERIFY BILLS PAID**

1. Get current ledger
2. Compare treatment expenses with payment amounts – what is still outstanding?
3. Submit outstanding treatment expenses to PIP for payment

_____ **OBTAIN HEALTH INSURANCE LEDGER**

1. Get current summary of benefits paid for collision
2. Read the subrogation provision of your policy
3. Obtain any statutory liens of DSHS/DLI/Medicare/Medicaid

_____ **WAGE LOSS RECORDS**

1. Obtain pay stubs
2. Verification letter of missed time/wage loss from employer

_____ **PHOTOGRAPHS--Be sure you have received**

1. Property damage
2. Scene (if any)
3. Injury
4. Updated scar/disfigurement

_____ **ORDER X-RAYS OR POSITIVE PRINTS OF X-RAYS**

_____ **ORDER COPY OF COLLISION REPORT**

1. If report mentions photographs, request the police department send you a copy of those photos

_____ **REQUEST COPY OF REPAIR ESTIMATES AND FINAL BILL,**

1. All photos taken by the insurance company and/or repair shop
2. Any total loss reports if the vehicle was totaled.