

## **NEW CLIENT INFORMATION SHEET**

Thank you for choosing Denney, Morgan, Rather, and Gilbert to handle your claim. In order to insure a good working relationship, please be advised of the following facts and requests.

1. Cooperate with office staff. Our staff is here to help insure the best possible handling of your claim.
2. Do not work at any job while being paid income benefits. Such action is considered fraud, a crime punishable by law.
3. Be aware that the insurance company may conduct surveillance of your daily activities.
4. Do not call insurance adjusters, the Judge, or the Workers' Compensation Board with any questions or concerns. Instead, contact us and we will make any necessary calls or answer any questions you have.
5. Keep a record of the round trip mileage to your doctors for any medical treatment regarding your injury as well as out of pocket expenses, such as prescriptions. Submit those to us or the insurance company within 60 days.
6. Cooperate with independent medical exams. The results of these exams might be determinative of your injury.
7. Workers' Compensation benefits are not taxed.
8. Do not forget to give us, as well as your employer, copies of all work excuses issued by your doctor.
9. Please call to update us after any medical treatment.
10. Please keep us informed of any address changes and/or phone numbers.
11. If you were working for more than one employer at the time of the injury, please let us know.
12. As a courtesy to you, we usually cover the reasonable expenses of your claim while your claim is pending. These expenses can include the cost of independent medical examinations, disability ratings, copies of medical reports, etc. These expenses will be reimbursed to our firm at the end of your case out of your settlement or award.

Theresa Gilbert  
**Denney, Morgan, Rather & Gilbert**  
156 Market Street  
Lexington, KY 40507  
(859) 252-0824 or  
(866)249-9929