



Making a WorkCover Claim - Vic

1. 1. Notify your employer of your injury within thirty days of becoming aware of the injury
2. 2. Visit your doctor for treatment
3. 3. If you cannot work, get a WorkCover certificate from your doctor
4. 4. Complete a WorkCover claim form, available from your employer, post office, Slater & Gordon or your union
5. 5. Give the claim form and the medical certificate to your employer who should sign the claim and return the carbon 'worker's copy' to you. If your employer will not accept the claim form, or cannot be located, send the form to WorkCover's head office at level 24, 222 Exhibition Street, Melbourne.
6. 6. Your employer is required to forward your claim to its insurer within ten days. The insurer must then make a decision about the claim with 28 days.

Details of your employer's insurer can be obtained from the Victorian WorkCover Authority advisory service, telephone (03) 9641 1444.

What if I'm not happy with WorkCover's decision?

A decision of the WorkCover insurer can be reviewed. The first step in the review process is to refer the dispute to the Accident Compensation Conciliation Service. This must normally be done within 60 days of the WorkCover decision. Slater & Gordon's workers' compensation lawyers can help you prepare your request for conciliation.

How does conciliation work?

Conciliation is an informal process and conciliation officers rarely determine matters of liability or fault. Lawyers are not automatically permitted to appear at conciliations. We can, however, arrange for a skilled conciliation advocate to appear on your behalf, usually at no cost to you.

If your matter is not resolved at conciliation, you may be able to pursue the matter in court. Slater & Gordon can advise you on the likelihood of success of any court action.