

HELPFUL TIPS FOR OUR CLIENTS

(Please read carefully)

1. Do not discuss your case with others.
2. Consult your attorney before, not after, you do something that might affect your case including changing doctors.
3. Sign nothing dealing with your claim until you have talked with an attorney in our office.
4. Do not discuss your claim with your own insurance company adjuster but advise him you would be pleased to give him a statement at our office and then have him telephone us at our office and set up an appointment.
5. Send us any bills you receive as a result of your claim (whether paid or not). Please indicate whether you have paid them. Also, if pip is not paying medical bills, notify us immediately and don't wait for a provider to send you to collections.
6. Keep a record of any additional expenses you have because of your injuries and obtain receipts. Send these to us monthly.
7. If you are self employed, keep a record of all the times you are unable to work or perform your duties.
8. If you have Blue Cross, Kaiser, OHP or collision insurance or other health and/or wage loss type of insurance, these claims should be made immediately. We must see and photocopy all of your completed claim forms and doctor's reports before forwarding those to your insurance company.

9. Please provide a copy of your automobile liability declaration page to our office as we will need to show that you had insurance at the time of the crash in most cases to pursue a claim.
10. Continue your medical treatment and follow your doctor's advice. If you stop seeing the doctor, call us and tell us.
11. Call us with any questions. There are no dumb questions.

Please contact our office:

- (1) If change your address or telephone number;
- (2) If you are required to return to the hospital;
- (3) If you hear of anything that may affect your case, contact us immediately in the event of any new developments;
- (4) If you are required to miss any work due to your injuries after you return to work;
- (5) If you were not working at the time you employed us, notify us when you return to work;
- (6) Of any change of employment, raises or reductions in salary, or loss of job.

Keep in mind that Pip will pay wage loss if you are off work for 14 or more consecutive days. By Oregon Law, Pip has to pay for up to 52 weeks if your doctor keeps you off work. It only pays up to 70% or a maximum of \$3,000 dollars per month, but it can help make ends meet after an injury even if you normally earn substantially more. This money is also not taxable.