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Division of Workers' Compensation

BENEFIT NOTICE  
INSTRUCTION MANUAL



Title 8, California Code of Regulations,  
Sections 9810 through 9815  
(Revisions effective January 1, 2016)

Month 2016

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# BENEFIT NOTICE INSTRUCTION MANUAL

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	English	Spanish
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## INTRODUCTION

The purpose of this manual is to present advice for accurate and timely completion of benefit notices and mandatory forms that meet the requirements of the Administrative Director's regulations. The regulations which govern the requirements for these notices are in Title 8, California Code of Regulations, Chapter 4.5-Division of Workers' Compensation, Subchapter 1-Administrative Director Administrative Rules, Article 8, "Benefit Notices; Claims Administrator's Duties and Responsibilities; Claim Form and Notice of Potential Eligibility for Benefits; Regulatory Authority of the Administrative Director" Sections 9810-9815 (abbreviated 8, CCR §§9810-9815). These regulations are effective as of **January 1, 2016**. The regulations apply to all workers' compensation dates of injury, except as otherwise noted. When references to the regulations are made, they are by section and subdivision [for example, §9812(a)(1)].

The model notices presented in this manual are in English and Spanish and are the result of a combined effort of workers' compensation professionals from insurers, self-insured employers, third-party administrators, and employer and employee representative groups working together with the Division of Workers' Compensation. The intent of this effort is to provide forms which, if used in conjunction with the instructions provided, will improve communication with the injured worker and make it easier for the claims administrator to comply with the regulations governing the issuance of benefit notices.

Sections 9810(c) and (d) provide that each benefit notice letter, excepting those mandatory notices set forth in statute or where a specific notice form has been adopted as a regulation, may be produced on the claims administrator's letterhead. The notice letters must include the claims administrator's name, mailing address and telephone number and website address if available, name of the employee, employer, the claim number, the date the notice was sent to the employee (or other claimant), and the date of injury. The term "claims administrator" includes the administrator for an alternative dispute resolution (ADR) program as established under Labor Code §3201.5 or 3201.7. The name, mailing address, and phone number of the individual claims representative responsible for the payment and adjusting of the claim must be clearly shown, except where there is a clearly documented reason to believe that disclosure of the claims representative's name presents or may present a security concern towards the personal safety of the claims representative, in which case, an alternate but specific claims department name and telephone number may be identified in lieu of the claims representative's name and telephone number.

Various events in the life of a workers' compensation claim trigger the requirement to issue a notice to the employee or claimant. There are required contents for each notice. If the employer offers additional disability benefits in addition to those provided by law under workers' compensation, the claims administrator may incorporate the information within the notices required by these regulations. Section 9810(a) provides that where a claim is subject to an ADR program as described above, the contents of any required notice that would be inconsistent with the provisions of the ADR agreement must be modified to be consistent with the ADR agreement.

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A single benefit notice may encompass multiple events. Information required to be given to the employee at each event is in the model notices presented in this manual. Information (other options) not relevant to the particular notice should be deleted as long as required contents of these regulations are included. Forms that may not be revised are those mandatory forms created to address retraining and/or return to work for dates of injury on and after January 1, 2004.

Benefit notice forms included in this manual are model forms. The format and language are not required to be issued as presented with the exception of the mandatory forms addressing retraining and return to work. The model notices in this manual may be revised to fit an individual claims administrator's preferences with the exception of the mandatory forms mentioned above. Each model notice has (1) required information and (2) optional information specific to the event being addressed in the notice. Regulations require that specific enclosures shall be sent with some notices. Section 9810(d) requires "each benefit notice shall refer the employee (by chapter number and internet url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and shall advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an information and assistance (I&A) officer of the Division of Workers' Compensation."

Claims administrators may continue to use forms that were used before this manual was produced as long as those forms meet the current requirements set forth in Title 8, California Code of Regulations, Section 9810(a) provides that where a claim is subject to an ADR program as described above, the contents of any required notice that would be inconsistent with the provisions of the ADR agreement must be modified to be consistent with the ADR agreement.

Ultimately, the claims administrator is responsible for compliance with the regulations governing the issuance of benefit notices, regardless of whether these model notices are used.

The Benefit Notice Manual can be accessed via internet, as well as the model benefit notices and the mandatory notices. The DIR Informational Internet address is:

[http://www.dir.ca.gov/DWC/dwc\\_home\\_page.htm](http://www.dir.ca.gov/DWC/dwc_home_page.htm)

All benefit notices that are not mandatory by statute or these regulations require the "employee's (or claimant's) remedies" defined in §9811(g) and provided in 9810(e). There is separate mandatory language for notices subject to an alternative dispute resolution (ADR) program under Labor Code §§3201.5 or 3201.7. This language complies with the requirements of §9810(d) that "all notices clearly state that additional information may be obtained from the Information and Assistance Officer and clearly indicate the name and telephone number of the person responsible for the payment and adjusting of the claim". For notices not subject to ADR criteria, the last two sentences of this section should be completed as is appropriate to the notice.

### Other Requirements and Definitions

## BENEFIT NOTICE INSTRUCTION MANUAL

- Section 9810(g): Every benefit notice shall have a title at the top of the first page that clearly identifies the subject of the notice. The notice shall also contain the following statement **in bold font** at the end of the notice: “Keep this notice. It contains important information about your workers’ compensation benefits.”
- Section 9810(h): The claims administrator shall provide copies to the employee, upon request, of all medical reports relevant to any benefit notice issued, or which are not required to be provided along with a notice and have not yet been provided to the employee other than psychiatric reports which the physician has recommended not be provided to the employee.
- Section 9810(i): The claims administrator shall send a copy of each benefit notice, and any enclosures not previously served on the attorney, concurrently to the attorney of any represented employee.
- Section 9810(k): Copies of all benefit notices sent to injured workers shall be maintained by the claims administrator in the claims file. In lieu of retaining a copy of any attachments to the notice, the claims administrator may identify the attachments by name and revision date on the notice. These copies may be maintained in paper or electronic form.
- Section 9810(l): All benefit notices shall be made available in English and Spanish, as appropriate.
- Section 9811(c): “Date of knowledge of Injury and disability” means the date the employer had knowledge of (1) a worker's injury or claim of injury, and (2) the worker's inability or claimed inability to work because of the injury.
- Section 9811(m): Where the claims administrator offers the service, and upon the documented written agreement of the employee, all benefit notices, including attachments, may be sent electronically to the employee in lieu of by mail. The employee’s agreement may be documented by provision of a personal email address on the claim form (DWC Form 1) and checking the box agreeing to receive benefit notices electronically. An employee may elect to change the form in which he or she receives benefit notices by giving written notice to the claims administrator.

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

### NOTICE REGARDING TEMPORARY DISABILITY BENEFITS

#### PAYMENT START

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

**[Include the following paragraph for payment of temporary total disability.]**

Payment for *(select one:)* temporary disability /salary continuation in lieu of temporary disability is starting and *(select one:)* enclosed /sent separately /included in your paycheck for the period starting DATE through DATE, in the amount of \$AMOUNT, and will continue until you are able to return to work or your medical condition becomes permanent and stationary. Your weekly compensation rate is \$INSERT RATE based on your earnings of \$ AVERAGE WEEKLY WAGE per week. You may receive less if you are earning partial wages. **[Include if applicable:]** The waiting period is from DATE through DATE and is not paid unless you are off work for more than 14 days.

**[Include the following paragraph for payment of temporary partial disability (wage loss).]**

Payment of temporary partial disability (also known as wage loss) is starting and *(select one:)* enclosed / sent separately / included in your paycheck for the period starting DATE through DATE in the amount of \$AMOUNT, and will continue until you are able to return to work or your medical condition becomes permanent and stationary. Your compensation rate may vary from week to week depending upon your modified wage and the hours you work each week. Wage loss is calculated by taking your pre-injury average weekly earnings, subject to a statutory maximum rate, and subtracting your post-injury weekly earnings. The weekly wage loss paid is two-thirds of this difference. We will contact your employer every two weeks to determine if wage loss is due and the amount owed, if any. At this time the information we have indicates you are

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earning a total of \$AMOUNT EARNED per week. ***{Include if applicable:}*** The waiting period is from DATE through DATE and is not paid unless you are off work for more than 14 days.

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*[Select one]*

*[Include for both TTD and TPD (wage loss)]*

Payments will be sent to you every two weeks on DAY OF THE WEEK.

*[Include for Salary Continuation]*

Payments will be included in your paycheck on your regular payday. An explanation of the salary continuation plan specific to your employer is included with this notice.

**[MANDATORY: include for all notices:]**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Temporary Disability is discussed in chapter 5 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

**Chapter**

**5:**

**Temporary**

**Disability:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

## BENEFIT NOTICE INSTRUCTION MANUAL

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*] or (*insert name, title and telephone of ombudsperson or mediator*). However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*], the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)

Enc.: Brief explanation of the employer's specific salary continuation plan (*as applicable pursuant to Title 8 CCR §9814*)

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

**Employee**  
**Address**  
**City\_State\_Zip**

**Employer:**  
**Date of Injury:**  
**Claim Number:**

### NOTICE REGARDING TEMPORARY DISABILITY BENEFITS DELAY

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Although liability for your workers' compensation injury has been accepted, I cannot pay you temporary disability benefits for the period DATE through DATE at this time because REASON FOR DELAY. I need to obtain the following information in order to make a determination: Specify INFORMATION REQUIRED to make determination. I expect to advise you of the status of these benefits by DATE.

*[If benefit is delayed for medical issue and the claims administrator is requesting a comprehensive medical evaluation, and employee is unrepresented, select either paragraph (1) or (2)]*

(1) Because you have received a comprehensive medical evaluation, you may be asked to return to that physician for a new evaluation.

(2) If you disagree with the results of the evaluation of the treating physician, you may obtain an evaluation by a Qualified Medical Evaluator (QME). You must notify me in writing of your objection to the determination of the treating physician within thirty (30) days of the date you received the treating physician's report. To request a QME you must either:

- a) Contact (*insert "me, ADJUSTER'S NAME," or a specific claims department name and telephone number*) to obtain the Request for Qualified Medical Evaluator Panel form to submit to the state Division of Workers' Compensation (DWC) to request a panel of three Qualified Medical Evaluators (QMEs),

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or

b) You may download the form from the Division of Workers' Compensation website at: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105.pdf>. Instructions for completion of the form are found here:

<http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105-Instructions.pdf>.

***If the employee is represented, include the following:***

If you are represented, you may contact your attorney with any questions.

***MANDATORY: include for all notices:***

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Temporary Disability is discussed in chapter 5 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Chapter	5:	Temporary	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf</a>			

*The State of California requires that you be given the following information:*

***[MANDATORY LANGUAGE: Select one of the following:]***

***[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]***

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

***[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]***

## BENEFIT NOTICE INSTRUCTION MANUAL

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*] or (*insert name, title and telephone of ombudsperson or mediator*). However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*], the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

**Employee**  
**Address**  
**City\_State\_Zip**

**Employer:**  
**Date of Injury:**  
**Claim Number:**

### NOTICE REGARDING TEMPORARY DISABILITY BENEFITS

#### DENIAL

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Although liability for your workers' compensation injury has been accepted, I cannot pay you temporary disability benefits for the period DATE through DATE because REASON FOR DENIAL. *(If denial is based on a medical report, include the following:)* A copy of the report is attached to this notice.

*[If benefit is denied for medical issue and employee unrepresented, include the following]*

We *(select one)* accept /disagree with the treating physician's evaluation of your temporary disability status.

*[If the employee is unrepresented, select (1) or (2):]*

*(1)* The denial of temporary disability is based on the comprehensive medical evaluation of a Qualified Medical Evaluator (QME) *(insert name)* dated *(insert date of report)*. If you dispute the results of the evaluation, you may file an Application for Adjudication of Claim with the WCAB.

*(2)* The denial of temporary disability is based on the evaluation of treating physician *(insert name)* dated *(insert date of report)*. I *(select one)* agree/disagree with the results of the evaluation. If you disagree with the results of the evaluation of the treating physician, you may obtain an evaluation by a Qualified Medical Evaluator (QME).

*[If (2) is selected, select (a) if the employee has not previously been evaluated by a QME, or (b) if the employee has previously been evaluated by a QME]*

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- (a) To request a QME you must either contact (*insert “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*) to request the form to submit to the state Division of Workers’ Compensation (DWC) to request a panel of three Qualified Medical Evaluators (QMEs), or you may download the form from the DWC website: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105.pdf>. Instructions for completion of the form are found here: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105-Instructions.pdf>. You must notify me in writing of your objection to the determination of the treating physician within thirty (30) days of the date you received the treating physician’s report.
- (b) Please contact (*insert “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*) to arrange for a new evaluation with QME (*insert name*).

**[If the employee is represented, include the following:]**

If you are represented by an attorney, you may contact your attorney with any questions.

**MANDATORY: include for all notices:**

Additional information may be found in the publication **Workers’ Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation. Temporary Disability is discussed in chapter 5 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Chapter	5:	Temporary	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf</a>			

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, [*insert “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*]. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not [*insert either me, the adjuster’s name or a specific claims department name and telephone number*].

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the

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State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*** or ***(insert name, title and telephone of ombudsperson or mediator)***. However, if you are represented by an attorney, you should call your attorney, not ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]***, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*

Enc.: Medical report(s) *(if applicable)*



## NOTICES REGARDING TEMPORARY DISABILITY & SALARY CONTINUATION BENEFITS

8 CCR §9812(a) and §9814

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) inapplicable options and/or language should be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Title 8, California Code of Regulations (CCR) §9812(a) and §9814 address the requirements for notices addressing the start, delay, and denial of temporary disability (TD) payment and/or the provision of salary continuation in lieu of TD. Title 8, CCR, §§9812(b) through (d) address indemnity benefit resumption, change, and termination.

**Instructions for completing the form:** On all forms, complete the first and last sections as required by §9810(c). This regulation requires documentation of provision of any attachments sent with the notices. Attachments required with the TD notices may include the medical report upon which the determination is based; and/or a brief explanation of the employer's specific salary continuation (for claims with salary continuation in lieu of TD).

### PAYMENT START / RESUME- TD/SALARY CONTINUATION

Requirements for the notice are in §9812(a)(1) for the first payment. Section 9814 provides the salary continuation notice requirements.

**The model notice addresses the start payment of temporary disability indemnity or salary continuation:** Complete all non-optional sections of the form. Complete the first section as appropriate for temporary disability indemnity payments. Choose the language appropriate for either temporary disability or salary continuation, and for temporary total or temporary partial disability (TPD/wage loss). The first payment of TD must include "all indemnity then due" through the date of the payment. Be aware that TPD payments are due on a biweekly basis, just as TTD payments are due.

If payments are being resumed following a period of time in which temporary disability benefits or salary continuation in lieu of temporary disability has not been provided, use the Notice Regarding Indemnity Benefits Payment Resume, as described in §9812(b).

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at

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<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### **When to send:**

No later than the 14th day after the employer's date of knowledge of injury and disability as defined by §9811(c).

### **Who to copy with notice:**

- Applicant Attorney (if any)

### **Enclosures:**

- An explanation of the salary continuation plan specific to the employer is included (if appropriate)

## **PAYMENT DELAY- TD/SALARY CONTINUATION**

Section 9812(a)(2) provides the requirements for a notice of delay or subsequent delay in determining if any temporary disability (or salary continuation) is payable on an otherwise accepted claim. Complete all non-optional sections of the form. Provide a clear explanation of the reason for delaying the benefit including what information is needed to make a determination and a date the determination is likely to be made. If information needed is not received by the expected date of determination, a subsequent delay of benefits must issue. A new determination date is required at this time.

Where the delay is related to a medical issue, and the claims administrator is requesting a comprehensive medical evaluation, and the employee is not represented by an attorney, include the appropriate paragraph (1) or (2).

If the employee is represented, include paragraph (3).

It is important to include and to complete the appropriate option and delete the other options to avoid a confusing message to the employee and any parties who are copied with the notice.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### **When to send:**

- **First:** Within 14 days of the date of knowledge of injury and disability.
- **Subsequent:** Not later than the determination date specified in the previous delay notice.

### **Who to copy with notice:**

- Applicant Attorney (if any)

## BENEFIT NOTICE INSTRUCTION MANUAL

### PAYMENT DENIAL- TD/SALARY CONTINUATION

Section 9812(a)(3) provides the requirements for a notice of denial of any claimed temporary disability (or salary continuation) payment in a claim in which liability has been accepted. Complete all non-optional sections of the form. Complete the first paragraph. Provide a clear explanation of the reason for denying the benefit including the date(s) being denied. Avoid the use of acronyms or Labor Code/Regulation citation without explanation of their meaning and how they apply to the decision to deny the benefits.

Where the delay is related to a medical issue, and the employee is not represented by an attorney, include the appropriate paragraph (1) or (2).

If the employee is represented, include paragraph (3).

It is important to choose and to complete the appropriate option and delete the other options to avoid a confusing message to the employee and any parties who are copied with the notice.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

#### **When to send:**

- Within 14 days after the determination to deny is made.

#### **Who to copy with notice:**

- Applicant Attorney (if any)

#### **TD STOP §9812(d);**

If the notice is to advise the employee that temporary disability payments are ending, the requirements are in §9812(d).

Every benefit notice shall contain the following statement in bold font at the end of the notice: **"Keep this notice. It contains important information about your workers' compensation benefits."**

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

*Date*  
*mail address*

*[Option] SENT VIA E-MAIL TO employee's e-*

*Employee*  
*Address*  
*City\_State\_Zip*

*Employer:*  
*Date of Injury:*  
*Claim Number:*

### NOTICE REGARDING INDEMNITY BENEFITS

#### PAYMENT RESUME

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Payment is being resumed for BENEFIT TYPE and is *(select one)* enclosed / sent separately / included in your paycheck for the period starting DATE through DATE in the amount of \$ AMOUNT. Your weekly compensation rate is \$ RATE based on your average weekly earnings of \$ AVERAGE WEEKLY WAGE. Payments will be sent to you

[choose a. or b.:

**a. (for TD/PD:)** every two weeks on DAY OF THE WEEK.

**b. (for salary continuation:)** on your regular payday. An explanation of the salary continuation plan specific to your employer is included with this notice.]

#### **[Include for TD/salary continuation:**

Payments will continue until you are able to return to work or your medical condition becomes permanent and stationary.]

#### **[Include for payment of temporary partial disability (wage loss):**

Payment of temporary partial disability (also known as wage loss) is resuming and is *(select one:)* enclosed / sent separately / included in your paycheck for the period starting DATE through DATE in the amount of \$ AMOUNT and will continue until you are able to return to work at your usual wages or your medical condition becomes permanent and stationary. Your

## BENEFIT NOTICE INSTRUCTION MANUAL

compensation rate may vary from week to week depending upon your modified wage and the hours you work each week. Wage loss is calculated by taking your pre-injury average weekly earnings, subject to a statutory maximum rate, and subtracting your post-injury weekly earnings. The weekly wage loss paid is two-thirds of this difference.

We will contact your employer every two weeks to determine if wage loss is due and the amount owed, if any. At this time the information we have indicates you are earning a total of \$INSERT AMOUNT EARNED per week. Payments will be sent to you every two weeks on DAY OF THE WEEK. *[Include following sentence with salary continuation claims:* An explanation of the salary continuation plan specific to your employer is included with this notice. ]

**[Include for PD: Required information for resumed permanent disability payment:**

Payments will continue for NUMBER weeks until \$TOTAL DUE has been paid. These payments will be deducted from any award you may receive. The amount of permanent disability to be paid is based upon:

***Include (1) or (2):***

- (1) the report dated DATE from PHYSICIAN NAME. *[(Include if report was not provided with a prior benefit notice:)]* A copy of the report is attached to this notice. ]
- (2) EXPLANATION OF ESTIMATED PERMANENT DISABILITY DUE.

**MANDATORY: include for all notices:**

Additional information may be found in the publication **Workers' Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

*[(Select the 1 or 2 below as appropriate for the notice:)]*

- (1) Temporary Disability is discussed in chapter 5 of the Guidebook.

Chapter	5:	Temporary	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf</a>			

- (2) Permanent Disability is discussed in chapter 7 of the Guidebook.

Chapter	7:	Permanent	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf</a>			

***The State of California requires that you be given the following information:***

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

## BENEFIT NOTICE INSTRUCTION MANUAL

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either me, the adjuster's name or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either me, the adjuster's name or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

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## BENEFIT NOTICE INSTRUCTION MANUAL

cc: APPLICANT ATTORNEY (*if any*)

Enc.: Brief explanation of the employer's specific salary continuation plan (*as applicable pursuant to Title 8 CCR §9814*)

DRAFT

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

*Date*  
*mail address*

*[Option] SENT VIA E-MAIL TO employee's e-*

*Employee*  
*Address*  
*City\_State\_Zip*  
*(Option) Employee's e-mail*  
*address*

*Employer:*  
*Date of Injury:*  
*Claim Number:*

### NOTICE REGARDING INDEMNITY BENEFITS

#### PAYMENT CHANGE

INSERT CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of INSERT EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

*Select one or more of the following as applicable:*

- (1) We are changing the benefit rate for INSERT BENEFIT TYPE. The rate is being changed to \$INSERT WEEKLY RATE beginning with the payment on DATE because INSERT REASON FOR CHANGE IN RATE.*
- (2) We are changing the payment amount for INSERT BENEFIT TYPE. The amount is being changed to \$ INSERT WEEKLY AMOUNT beginning with the payment on DATE because INSERT REASON FOR CHANGE IN AMOUNT.*
- (3) We are changing the scheduled day of the week that we send your INSERT BENEFIT TYPE. Beginning with the payment on DATE checks will be sent every two weeks on DAY OF WEEK.*



## BENEFIT NOTICE INSTRUCTION MANUAL

- (4) INSERT EXPLANATION FOR OTHER CHANGE IN BENEFIT (Example: child support or payments to be deducted, etc).]

*For injuries occurring from January 1, 2005 through December 31, 2012, include the following for PD benefits if permanent and stationary:*

The report advises your injury is permanent and stationary effective DATE.

**Select (1) or (2):**

(1) Your employer made a timely offer for you to return to (*choose one*) regular /modified/alternative work on DATE. The weekly PD rate of \$RATE will be reduced by 15% to \$REDUCED RATE effective INSERT OFFER DATE, the date of the offer of return to work.

(2) Your employer did not make a timely offer for you to return to regular /modified/alternative work. The weekly PD rate of \$RATE will be increased by 15% effective 60 days after INSERT P&S DATE to \$INCREASED RATE effective DATE.

We will continue to provide any other benefits due you as described in the benefit information previously sent to you.

**MANDATORY: include for all notices:**

Additional information may be found in the publication **Workers' Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

*[(Select the 1 or 2 below as appropriate for the notice:)]*

(1) Temporary Disability is discussed in chapter 5 of the Guidebook.

Chapter	5:	Temporary	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf</a>			

(2) Permanent Disability is discussed in chapter 7 of the Guidebook.

Chapter	7:	Permanent	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf</a>			

*The State of California requires that you be given the following information:*

**MANDATORY LANGUAGE: Select one of the following:**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

## BENEFIT NOTICE INSTRUCTION MANUAL

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, [*insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number*]. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number*].

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call [*insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number*] or (*insert name, title and telephone of ombudsperson or mediator*). However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number*], the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers’ compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers’ Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers’ compensation benefits.

Sincerely,

---

Claims Examiner

## BENEFIT NOTICE INSTRUCTION MANUAL

cc: APPLICANT ATTORNEY *(if any)*

Enc.: Brief explanation of the employer's specific salary continuation plan *(as applicable pursuant to Title 8 CCR §9814)*

*Claims Administrator Name*

*Address*

*City\_State\_Zip*

*Telephone Number*

*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

NOTICE REGARDING [Choose one: TEMPORARY DISABILITY / PERMANENT  
DISABILITY ] BENEFITS

### PAYMENT TERMINATION

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Payments are ending because REASON FOR ENDING PAYMENTS. *(If based on a medical report, insert the following)* A copy of the report is attached to this notice.

Benefits paid to you total \$ AMOUNT. Benefits were paid to you as *(select one)* temporary total disability / salary continuation / temporary partial disability / permanent disability: Period(s) paid were from DATE through DATE at \$RATE per week. Please see the attached detailed payment record for specific periods and amount paid.

*[Complete / delete the following as appropriate:]*

- Additionally, you have received 10% self-imposed increases totaling \$ SII PAID.
- Included in the total benefit paid is an overpayment totaling \$ AMOUNT. The overpayment was paid for the period(s) from DATE through DATE at \$ RATE per week.

## BENEFIT NOTICE INSTRUCTION MANUAL

*[If benefit is terminated for medical issue and employee unrepresented, include the following, select (1) or (2).]*

(1) The termination of BENEFIT TYPE is based on the comprehensive medical evaluation of QME (*insert name*) dated (*insert date of report*). If you dispute the results of the evaluation, you may file an Application for Adjudication of Claim with the WCAB.

(2) The termination of BENEFIT TYPE is based on the evaluation of treating physician (*insert name*) dated (*insert date of report*). If you disagree with the results of the evaluation of the treating physician, you may obtain an evaluation by a Qualified Medical Evaluator (QME). *(Select (a) if the employee has not previously been evaluated by a QME, or (b) if the employee has previously been evaluated by a QME:)*

(c) To request a QME you must either contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to request the form to submit to the state Division of Workers' Compensation (DWC) to request a panel of three Qualified Medical Evaluators (QMEs), or you may download the form from the DWC website: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105.pdf>. Instructions for completion of the form are found here: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105-Instructions.pdf>. You must notify me in writing of your objection to the determination of the treating physician within thirty (30) days of the date you received the treating physician's report.

(d) Please contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to arrange for a new evaluation with QME (*insert name*).

*[If benefit terminated for medical issue and employee is represented, include the following:]*

If you are represented, you may contact your attorney with any questions.

**MANDATORY: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

*[Select the 1 or 2 below as appropriate for the notice:]*

(1) Temporary Disability is discussed in chapter 5 of the Guidebook.

Chapter	5:	Temporary	Disability:
<a href="http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf">http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter5.pdf</a>			

(2) Permanent Disability is discussed in chapter 7 of the Guidebook.

*The State of California requires that you be given the following information:*

*[MANDATORY LANGUAGE: Select one of the following:]*

*[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*.

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

*[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*, the ombudsperson or mediator.

*[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]*

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers’ compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers’ Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

## BENEFIT NOTICE INSTRUCTION MANUAL

*[MANDATORY LANGUAGE – required on all notices in bold type.]*

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*

Enc.:

- Payment record
- Medical report *(if applicable)*
- Brief explanation of the employer's specific salary continuation plan *(as applicable pursuant to Title 8 CCR §9814)*

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

*Date*  
*mail address*

*[Option] SENT VIA E-MAIL TO employee's e-*

*Employee*  
*Address*  
*City\_State\_Zip*

*Employer:*  
*Date of Injury:*  
*Claim Number:*

### NOTICE REGARDING PERMANENT DISABILITY BENEFITS MONITOR FOR DISABILITY STATUS

**CLAIMS ADMINISTRATOR NAME** is handling your workers' compensation claim on behalf of **EMPLOYER NAME**. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

*[Include one of the following 4 paragraphs:*

*(1) Monitor injury for permanent and stationary status:*

It is too soon to tell if you will have any permanent disability from your injury. I will be checking with your doctor until your condition is permanent and stationary. At that time your doctor will determine whether you have any permanent disability and if there will be need for future medical care. I expect to have this information by **DATE**. I will notify you of the status of permanent disability at that time.

*(2) Subsequent notice - knowledge of P&S, existence of PD and/or need for future medical care unknown:*

On **DATE** a notice issued advising that we would continue to check with your doctor to determine when your condition is permanent and stationary. While your doctor has determined your condition is permanent and stationary on **DATE**, we also need to know whether you have any permanent disability and if there is a need for further medical care. We have not received the necessary information and are extending the determination date to **DATE**. I will notify you of the status of permanent disability at that time.

## BENEFIT NOTICE INSTRUCTION MANUAL

*(3) Subsequent notice – knowledge of P&S and need for future medical care, but existence of PD is unknown:*

On DATE a notice issued advising that we would continue to check with your doctor to determine the status of permanent disability for your injury. While your doctor has determined your condition is permanent and stationary on DATE and has advised that there is need for further medical care, we do not know if you have permanent disability. We have not received the necessary information and are extending the determination date to DATE. I will notify you of the status of permanent disability at that time.

*(4) Subsequent notice – knowledge of P&S and the existence of PD, but need for future medical care is unknown. Please note that if it is known that the injury has caused PD, a Notice that Permanent Disability Exists as required under Title 8, CCR §9812(e)(2), must be sent at the same time as the last payment of temporary disability or within 14 days after knowledge that the injury has caused permanent disability, whichever is later. This option should only be used to delay the determination of the need for future medical care, if needed.*

On DATE a notice issued advising that we would continue to check with your doctor to determine the status of future medical care for your injury. While your doctor has determined your condition is permanent and stationary on DATE and has provided us with factors of permanent disability, we do not know if there is need for further medical care. We have not received the necessary information and are extending the determination date to DATE. I will notify you of the status of future medical care at that time.

**Mandatory: include for all notices:**

Additional information may be found in the publication **Workers' Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Permanent Disability is discussed in chapter 7 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Chapter

7:

Permanent

Disability:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*. You also have the right



## BENEFIT NOTICE INSTRUCTION MANUAL

to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*

## BENEFIT NOTICE INSTRUCTION MANUAL

Enc.: Medical Report(s) (*As required by specific regulations*)

*Claims Administrator Name*

*Address*

*City\_State\_Zip*

*Telephone Number*

*[include if available] Website address*

**Date**

**[Option] SENT VIA E-MAIL TO employee's**

**e-mail address**

**Employee**

**Address**

**City\_State\_Zip**

**Employer:**

**Date of Injury:**

**Claim**

**Number:**

### **NOTICE REGARDING PERMANENT DISABILITY BENEFITS**

#### **PERMANENT DISABILITY ADVICE**

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Your doctor provided advice that you have permanent disability in the report(s) dated DATE(s) from PHYSICIAN NAME(s) which (*select one*) *is/are* enclosed. Based on the information provided in the report(s), your permanent disability rating is PERCENTAGE%. This rating is equivalent to \$TOTAL AMOUNT, which is paid at the weekly permanent disability rate of \$RATE for NUMBER weeks.

**[A: *Select either (1) or (2) below to address future medical care:*]**

(1) The report indicates that you (*select one*) *are / are not* in need of future medical care.

(2) While your doctor has determined your condition is permanent and stationary on DATE and has provided factors of permanent disability, we do not know if there is need for future medical care. We have not received the necessary information and we are therefore extending the determination date regarding future medical care to DATE. I will notify you of the status of future medical care at that time.

**[B. *For all dates of injury: If LC4650(b)(2) applies, include the following:*]**

Permanent disability payments are not due at this time because **[Select (1) or (2)]:**

(1) your employer offered you a position paying at least 85 percent of your wages and compensation at the time of injury. When a settlement or award for benefits is made, your permanent disability payments shall be calculated from the last date of temporary disability payments, or the date you became permanent and stationary, whichever is earlier.

**Or:**

(2) you have returned to work receiving 100 percent of your wages at the time of injury. When a settlement or award for benefits is made, your permanent disability payments shall be

## BENEFIT NOTICE INSTRUCTION MANUAL

calculated from the last date of temporary disability payments, or the date you became permanent and stationary, whichever is earlier.

**[Mandatory: include for all claims:]**

You and I both have the right to disagree with the physician's findings and request a comprehensive medical evaluation.

**[Important: Choose appropriate option below for unrepresented or represented employee:]**

**[C. If employee unrepresented, include the following:]**

**[(1) Choose A or B if the determination is based on the findings of a treating physician:]**

(A) We (*select one*) have requested/are requesting the report of your treating physician be rated for permanent disability by the Disability Evaluation Unit (DEU). You will be receiving a copy of this rating from the DEU.

(B) We are not requesting the report of your treating physician be rated for permanent disability by the Disability Evaluation Unit (DEU). If you are unrepresented, you may contact the Information and Assistance officer to have the report reviewed and rated by the DEU.

**[(2) Choose (A) if determination is based on a comprehensive medical evaluation of QME or B if determination is based upon evaluation of the treating physician.]**

(A) The determination of permanent disability is based on the comprehensive medical evaluation of QME (*insert name*) dated (*insert date of report*). If you dispute the results of the evaluation, you may file an Application for Adjudication of Claim with the WCAB.

(B) The determination of permanent disability is based on the evaluation of treating physician (*insert name*) dated (*insert date of report*). I (*select one*) agree/disagree with the results of the evaluation. If you disagree with the results of the evaluation of the treating physician, you may obtain an evaluation by a Qualified Medical Evaluator (QME). You must notify me in writing of your objection to the determination of the treating physician within thirty (30) days of the date you received the treating physician's report. (*Select 1 if the employee has not previously been evaluated by a QME, or 2 if the employee has previously been evaluated by a QME:*)

(e) To request a QME you must either contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to request the form to submit to the state Division of Workers' Compensation (DWC) to request a panel of three Qualified Medical Evaluators (QMEs), or you may download the form from the DWC website: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105.pdf>. Instructions for completion of the form are found here:

<http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105-Instructions.pdf>.

(f) Please contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to arrange for a new evaluation with QME (*insert name*) if you disagree with the results of the evaluation of the treating physician.

**[D. If employee is represented, include the following:]**

If you are represented, you may contact your attorney with any questions.

**Mandatory: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting

an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Permanent Disability is discussed in chapter 7 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

**Chapter 7: Permanent Disability:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf>

*The State of California requires that you be given the following information:*

**[Mandatory Language: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]***. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]***. For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*** or ***(insert name, title and telephone of ombudsperson or mediator)***. However, if you are represented by an attorney, you should call your attorney, not ***[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]***, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

*In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.*

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[Mandatory Language – required on all notices in bold type.]**

**Keep this notice. It contains important information about your workers' compensation benefits.**

## BENEFIT NOTICE INSTRUCTION MANUAL

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)

Enc.: Medical Reports (*As required by specific regulations*)

DRAFT

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

**Date**  
e-mail address

**Employee**  
**Address**  
**City\_State\_Zip**

*[Option] SENT VIA E-MAIL TO employee's*

**Employer:**  
**Date of Injury:**  
**Claim**  
**Number:**

### **NOTICE REGARDING PERMANENT DISABILITY BENEFITS DENIAL**

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

On **DATE** you (*choose one*) *returned to work / were released to return to work / were discharged from care.*

#### **[A. Select 1 or 2]**

(1) Based upon the report of DATE from PHYSICIAN'S NAME, (*select one*) *your treating physician / a Qualified Medical Evaluator / an Agreed Medical Evaluator,*

(2) Based on (*insert non-medical or other basis for determination*), you have recovered from your injury with no permanent disability. For this reason, no permanent disability payments are payable. (*Include if based on a medical report:*) *A copy of the report is attached to this notice.*

#### **[Mandatory: include for all claims:]**

You and I both have the right to disagree with the physician's findings and request a comprehensive medical evaluation.

#### **[Important: Choose appropriate option below for unrepresented or represented employee:]**

##### **[B. If employee unrepresented, include the following:]**

##### **[(1) Choose A or B if the determination is based on the findings of a treating physician:]**

(A) We (*select one*) *have requested/are requesting* the report of your treating physician be rated for permanent disability by the Disability Evaluation Unit (DEU). You will be receiving a copy of this rating from the DEU.

(B) We are not requesting the report of your treating physician be rated for permanent disability by the Disability Evaluation Unit (DEU). If you are unrepresented, you may contact the Information and Assistance officer to have the report reviewed and rated by the DEU.

##### **[(2) Choose (A) if determination is based on a comprehensive medical evaluation of QME or B if determination is based upon evaluation of the treating physician.]**

(A) The determination of permanent disability is based on the comprehensive medical evaluation of QME (*insert name*) dated (*insert date of report*). If you dispute the results of the evaluation, you may file an Application for Adjudication of Claim with the WCAB.

## BENEFIT NOTICE INSTRUCTION MANUAL

**(B)** The determination of permanent disability is based on the evaluation of treating physician (*insert name*) dated (*insert date of report*). I (*select one*) agree/disagree with the results of the evaluation. If you disagree with the results of the evaluation of the treating physician, you may obtain an evaluation by a Qualified Medical Evaluator (QME). You must notify me in writing of your objection to the determination of the treating physician within thirty (30) days of the date you received the treating physician's report. (*Select 1 if the employee has not previously been evaluated by a QME, or 2 if the employee has previously been evaluated by a QME:*)

**(a)** To request a QME you must either contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to request the form to submit to the state Division of Workers' Compensation (DWC) to request a panel of three Qualified Medical Evaluators (QMEs), or you may download the form from the DWC website: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105.pdf>. Instructions for completion of the form are found here: <http://www.dir.ca.gov/dwc/FORMS/QMEForms/QMEForm105-Instructions.pdf>.

**(b)** Please contact (*insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number*) to arrange for a new evaluation with QME (*insert name*) if you disagree with the results of the evaluation of the treating physician.

**[C. If employee is represented, include the following:]**

If you are represented, you may contact your attorney with any questions.

**Option:**

Some employees injured on or after January 1, 2004 may be entitled to a supplemental job displacement benefit (SJDB). To be eligible, you must have an Award for permanent partial disability, must not have received an offer of Modified or Alternate work from your employer and have not returned to work for the employer within sixty (60) days of the termination of temporary disability benefits. Because the injury has not caused any permanent disability, you are not entitled to a supplemental job displacement benefit.

**Mandatory: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Permanent Disability is discussed in chapter 7 of the Guidebook.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

**Chapter 7: Permanent Disability:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf>

*The State of California requires that you be given the following information:*

**[Mandatory Language: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**



## BENEFIT NOTICE INSTRUCTION MANUAL

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*]. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*]. For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*] or (*insert name, title and telephone of ombudsperson or mediator*). However, if you are represented by an attorney, you should call your attorney, not [*insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number*], the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

*In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.*

For information about the workers’ compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers’ Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**[Mandatory Language – required on all notices in bold type.]**

**Keep this notice. It contains important information about your workers’ compensation benefits.**

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)

Enc.: Medical Report(s) (*As required by specific regulations*)



## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

### NOTICE REGARDING PERMANENT DISABILITY BENEFITS

#### PAYMENT START

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

Payment is starting for permanent disability and is *(select one)* enclosed / sent separately for the period starting DATE through DATE. Your weekly compensation rate is \$RATE based on your earnings of \$AVERAGE WEEKLY WAGE per week. Payments will be sent to you every two weeks on DAY OF THE WEEK and will continue for NUMBER weeks until \$TOTAL DUE has been paid. These payments will be deducted from any award you may receive. The amount of permanent disability to be paid is based upon:

*[Select (1) or (2)]*

(1) the report dated DATE from PHYSICIAN NAME. A copy of the report is attached to this notice. The report indicates that you *(select one)* are / are not in need of future medical care.

(2) EXPLANATION OF ESTIMATED PERMANENT DISABILITY DUE.

**MANDATORY: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained on the Division of Workers' Compensation website (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Permanent Disability is discussed in chapter 7 of the Guidebook.

## BENEFIT NOTICE INSTRUCTION MANUAL

### Guidebook for Injured Workers:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

### Chapter

7:

### Permanent

### Disability:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter7.pdf>

*The State of California requires that you be given the following information:*

*[MANDATORY LANGUAGE: Select one of the following:]*

*[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*.

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

*[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*, the ombudsperson or mediator.

*[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]*

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers’ compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers’ Compensation. Be sure to inform the I&A officer that your claim is subject to an

## BENEFIT NOTICE INSTRUCTION MANUAL

alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**/MANDATORY LANGUAGE – required on all notices in bold type./**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*

Enc.: Medical Report(s) *(As required by specific regulations)*

DRAFT

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

### NOTICE REGARDING

#### DENIAL OF WORKERS' COMPENSATION BENEFIT

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

#### *Select 1 or 2:*

**(1) FULL DENIAL:** After careful consideration of all available information, we are denying liability for your claim of injury. Workers' compensation benefits are being denied because EXPLANATION FOR DENIAL. *(If denial is based on a medical report, insert the following):* A copy of the report is attached to this notice.

**(2) PARTIAL DENIAL:** After careful consideration of all available information, we are accepting liability only for your claim of injury to LIST ACCEPTED BODY PART(S). Liability is being denied for LIST DENIED BODY PART(S) because EXPLANATION FOR PARTIAL DENIAL OF BENEFIT. *(If denial is based on a medical report, insert the following):* A copy of the report is attached to this notice.

For claims reported on or after April 19, 2004, regardless of the date of injury, if you submitted a claim form to your employer or claims administrator, Labor Code section 5402(c) provides that within one working day after you file the claim form, the employer shall authorize the provision of all treatment, consistent with the applicable treating guidelines, for the alleged injury and shall continue to provide such medical treatment until the claims administrator accepts or denies liability for the claim. Until the date the claim is accepted or rejected, liability for medical treatment under this Labor Code section shall be limited to a maximum of ten thousand dollars (\$10,000).

## BENEFIT NOTICE INSTRUCTION MANUAL

Unless you have done so already, you should immediately send for consideration of payment, all bills for medical services provided between the date the completed claim form was given to the employer and the date that liability for the claim is rejected.

**If employee unrepresented and determination based on a medical report, select (1), (2) or (3) below:**

***(1)(Choose if the employee has not previously received a comprehensive medical evaluation:)***

If you disagree with the decision to deny your claim and wish to obtain a comprehensive medical evaluation, enclosed is a form that you must submit to the state Division of Workers' Compensation (DWC) within **10 days** to request a panel of three Qualified Medical Evaluators (QMEs). If you do not submit the form within **10 days** we will have the right to submit the form. In addition, within **10 days** after the DWC sends you a panel, you must choose a QME from the panel, make an appointment to be examined by the QME, and inform me of your choice and appointment time. If you inform us of your choice but you do not arrange the appointment, we will arrange the appointment. If you do not inform us of your choice, we may choose the QME who will examine you and arrange the appointment.

***Choose (2) or (3) if the employee has already received a comprehensive medical evaluation:***

***(2) We (select one:) accept / disagree*** with the comprehensive medical evaluation of **PHYSICIAN NAME** and **REPORT DATE**. If you choose to dispute this decision you may file an Application for Adjudication of Claim with the Workers' Compensation Appeals Board (WCAB).

***(3) Since you have already received a comprehensive medical evaluation, if you disagree with the decision to deny your claim, please contact (insert "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number) to arrange to return to the same medical evaluator for a new evaluation.***

**If employee is represented, include the following:**

If you are represented, you may contact your attorney with any questions.

**MANDATORY: include for all notices:**

Additional information may be found in the publication **Workers' Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Chapters 2, 4 and 9 of the Guidebook contain information addressing the determination of liability for a workers' compensation claim and the QME process.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

**Chapter 2: After You Get Hurt on the Job**

## BENEFIT NOTICE INSTRUCTION MANUAL

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter2.pdf>

Chapter 4: Resolving Problems with Medical Care and Medical Reports:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter4.pdf>

Chapter 9: For More Information and Help

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter9.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, ***[insert “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]***. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not ***[insert either me, the adjuster’s name or a specific claims department name and telephone number]***.

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call ***[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]*** or ***(insert name, title and telephone of ombudsperson or mediator)***. However, if you are represented by an attorney, you should call your attorney, not ***[insert either “me, the ADJUSTER’S NAME” or a specific claims department name and telephone number]***, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

## BENEFIT NOTICE INSTRUCTION MANUAL

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*  
SERVICE PROVIDERS ON FILE  
LIEN CLAIMANT(S)

Enc.: *(Choose enclosures as appropriate.)*

- Medical Report(s) *(if applicable)*
- QME Panel form (QME Form 105 and attachment) *(to unrepresented employees)*

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

### NOTICE REGARDING

#### DELAY OF WORKERS' COMPENSATION BENEFIT

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

***Select (1), (2 )or (3):***

***(1)*** Workers' compensation benefits are being delayed because EXPLANATION FOR DELAY. In order to make a decision, we need ITEM(S) NECESSARY FOR RESOLUTION OF ISSUE(S). We will notify you of our decision on or before DATE.

***(2)*** Workers' compensation benefits are being delayed for the period DATE through DATE because EXPLANATION FOR DELAY. In order to make a decision, we need ITEM(S) NECESSARY FOR RESOLUTION OF ISSUE(S). We will notify you of our decision on or before DATE.

***(3) Subsequent notice(s):*** On DATE a notice was issued advising of delay of your workers' compensation benefits pending receipt of EXPLANATION FOR DELAY. In order to make a decision, we need ITEM(S) NECESSARY FOR RESOLUTION OF ISSUE(S). We have not received the necessary information and are extending the determination date to DATE. I will contact you when this information has been received.

***[(Include if the delay is related to a medical issue and the claims administrator is requesting a comprehensive medical evaluation for an unrepresented employee:)]***



## BENEFIT NOTICE INSTRUCTION MANUAL

To resolve this issue and allow me to make a determination on your entitlement to benefits, a comprehensive medical evaluation is needed. Enclosed is a form that you must submit to the state Division of Workers' Compensation (DWC) within **10 days** to request a panel of three Qualified Medical Evaluators (QMEs). If you do not submit the form within **10 days** we will have the right to submit the form. In addition, within **10 days** after the DWC sends you a panel, you must choose a QME from the panel, make an appointment to be examined by the QME, and inform me of your choice and appointment time. If you inform us of your choice but you do not arrange the appointment, we will arrange the appointment. If you do not inform us of your choice, we may choose the QME who will examine you and arrange the appointment.

***If employee is represented, include the following:***

If you are represented, you may contact your attorney with any questions.

For injuries which occur on or after January 1, 1990, there is a legal presumption before the Workers' Compensation Appeals Board that your claim is compensable if it is not denied within 90 days of your returning an Employee Claim Form to your employer. That presumption can be rebutted only with information that could not be discovered within the 90-day period.

For claims reported on or after April 19, 2004, regardless of the date of injury, if you submitted a claim form to your employer or claims administrator, Labor Code section 5402(c) provides that within one working day after you file the claim form, the employer shall authorize the provision of medical treatment, consistent with the applicable treating guidelines, for the alleged injury and shall continue to provide such treatment until the claims administrator accepts or denies liability for the claim. Until the date the claim is accepted or rejected, liability for medical treatment under this Labor Code section shall be limited to a maximum of ten thousand dollars (\$10,000).

***MANDATORY: include for all notices:***

Additional information may be found in the publication ***Workers' Compensation in California: A Guidebook for Injured Workers***. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Chapters 2, 4 and 9 of the Guidebook contain information addressing the determination of liability for a workers' compensation claim and the QME process.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

**Chapter 2: After You Get Hurt on the Job**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter2.pdf>

**Chapter 4: Resolving Problems with Medical Care and Medical Reports:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter4.pdf>

**Chapter 9: For More Information and Help**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter9.pdf>

## BENEFIT NOTICE INSTRUCTION MANUAL

*The State of California requires that you be given the following information:*

*[MANDATORY LANGUAGE: Select one of the following:]*

*[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number]*.

For information about the workers’ compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers’ Compensation. For recorded information and a list of offices, call (800)736-7401.

*[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either “me, the ADJUSTER’S NAME ” or a specific claims department name and telephone number]*, the ombudsperson or mediator.

*[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]*

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers’ compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers’ Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

*[MANDATORY LANGUAGE – required on all notices in bold type.]*

## BENEFIT NOTICE INSTRUCTION MANUAL

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

---

Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)

Enc.: QME Panel form (QME Form 105 and attachment) (*if applicable*)

DRAFT

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

*Date*  
*mail address*

*[Option] SENT VIA E-MAIL TO employee's e-*

*Employee*  
*Address*  
*City\_State\_Zip*

*Employer:*  
*Date of Injury:*  
*Claim Number:*

### NOTICE REGARDING DEPENDENCY BENEFITS FIRST PAYMENT

CLAIMS ADMINISTRATOR NAME is handling the workers' compensation claim of EMPLOYEE NAME on behalf of EMPLOYER NAME. This notice is to advise of the status of dependency benefit payments for the workers' compensation injury on the date shown above. A copy of this notice will be sent to all dependents.

*[Include one or both of the following:]*

(1) Payment for death benefits is due to each dependent. The total due is \$AMOUNT. The total due to you is \$AMOUNT based upon EXPLANATION OF AMOUNT AND CALCULATION. The payment is *(select one:)* enclosed / sent separately. The weekly compensation rate is \$INSERT RATE. Payments will be sent to every two weeks on DAY OF THE WEEK until the benefit is paid in full.

You may also be entitled to reimbursement of up to \$AMOUNT for burial expenses.

(2) Payment for TYPE OF INDEMNITY BENEFIT had accrued prior to the employee's death and \$AMOUNT is due to each dependent. The total due to you is based upon EXPLANATION OF AMOUNT AND CALCULATION. The payment is *(select one:)* enclosed / sent separately. The weekly compensation rate is \$INSERT RATE based on EXPLANATION.]

**MANDATORY: include for all notices:**

## BENEFIT NOTICE INSTRUCTION MANUAL

Additional information may be found in the publication Workers' Compensation in California: A Guidebook for Injured Workers. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### Guidebook for Injured Workers:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

(1) Death Benefits are discussed in chapter 1 of the Guidebook.

Chapter 1: The basics of workers' Compensation:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter1.pdf>

*The State of California requires that you be given the following information:*

*[MANDATORY LANGUAGE: Select one of the following:]*

*[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

*[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either "me, the ADJUSTER'S NAME" or a specific claims department name and telephone number]*, the ombudsperson or mediator.

*[Optional language for claims subject to an ADR program under LC §3201.5 - Include if appropriate under the provisions of the ADR program:]*

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you

## BENEFIT NOTICE INSTRUCTION MANUAL

*have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.*

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.]

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*  
DEPENDENT(S)

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

**Employee**  
**Address**  
**City\_State\_Zip**

**Employer:**  
**Date of Injury:**  
**Claim Number:**

### NOTICE REGARDING DEPENDENCY BENEFITS CHANGE IN PAYMENT OR BENEFIT ENDING

CLAIMS ADMINISTRATOR NAME is handling the workers' compensation claim of EMPLOYEE NAME on behalf of EMPLOYER NAME. This notice is to advise of the status of dependency benefit payments for the workers' compensation injury on the date shown above. A copy of this notice will be sent to all dependents.

[Include one or more of the following]:

(1) We are changing the benefit rate for INSERT BENEFIT TYPE. The rate is being changed to \$ INSERT WEEKLY RATE beginning with the payment on DATE because INSERT REASON FOR CHANGE IN RATE.

(2) We are changing the payment amount for INSERT BENEFIT TYPE. The amount is being changed to \$ INSERT WEEKLY AMOUNT beginning with the payment on DATE because INSERT REASON FOR CHANGE IN AMOUNT.

(3) We are changing the scheduled day of the week that we send your INSERT BENEFIT TYPE. Beginning with the payment on DATE checks will be sent every two weeks on DAY OF WEEK.

(4) INSERT EXPLANATION FOR OTHER CHANGE IN BENEFIT.

## BENEFIT NOTICE INSTRUCTION MANUAL

(5) Payments are ending because REASON FOR ENDING PAYMENTS HERE. Benefits paid to you total \$ AMOUNT. Benefits were paid to you as TYPE OF BENEFIT. Period(s) paid were from DATE through DATE at \$ RATE per week. Please see the attached detailed payment record for specific periods and amount paid. (include if SII paid:) *Additionally, you have received 10% self-imposed increases totaling \$TOTAL SII.*

**MANDATORY: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Death Benefits are discussed in chapter 1 of the Guidebook.

Chapter 1: The basics of workers' Compensation:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter1.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either me, the adjuster's name or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either me, the adjuster's name or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you



## BENEFIT NOTICE INSTRUCTION MANUAL

should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)  
DEPENDENT(S)

## INDEMNITY NOTICES

### RESUMPTION, CHANGE, TERMINATION

8 CCR §9812(b), (c), (d)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

#### NOTICE REGARDING INDEMNITY BENEFIT

##### RESUMED PAYMENT

8 CCR §9812(b)

Section 9812(b) provides the requirement for resumed indemnity benefit payment. Section 9814 provides the salary continuation notice requirements.

The model notice addresses the resumed payment indemnity. Complete all non-optional sections of the form. Specify which benefit type of resuming indemnity payments. For TPD or PD, include and complete the applicable paragraphs.

**When to send:**

- Within 14 days after the employer's date of knowledge of the entitlement to additional benefits.

**Who to copy with notice:**

- Applicant Attorney (if any)

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Enclosures as appropriate to benefit:**

- An explanation of the salary continuation plan specific to the employer is included (if applicable)

**NOTICE OF CHANGE IN BENEFIT RATE,  
PAYMENT AMOUNT, OR PAYMENT SCHEDULE**

8 CCR §9812(c)

**Requirements for the notice of change in benefit rate, payment amount, or payment schedule are in §9812(c). This regulation applies to all dates of injury and addresses changes in temporary disability, salary continuation, and permanent disability indemnity benefit rate, payment amount, or schedules. Section 9812(f)(2) provides requirements for changes in dependency (death) benefits for all dates of injury.**

**Instructions for completing the form:** As noted, this notice is used when modifying one type of benefit payment. Do not use this form when changing from one class of benefits to another, such as changing from temporary disability to permanent disability.

Complete all non-optional sections of the form. Identify the class of benefits being changed. All notices should include the date the change is going into effect, the period affected, and the reason for the change. Provide the new rate and/or amount to be paid, the date the change will begin, and a clear explanation for the change. If the schedule is changing, provide the new day of the week the payment will issue. When using the model notice, delete the options that do not address the specific change.

**TD/TPD:** If the change in amount is because the employee has returned to work part-time and is receiving temporary partial disability indemnity (wage loss), provide the formula for which the new rate is based.

For example: "This rate is being changed to \$AMOUNT per week beginning DATE because you have returned to work at reduced earnings. Your new rate is based on two-thirds of the difference between your reduced earnings of \$AMOUNT per week and your average weekly earnings within the maximum allowable earnings at the time of your injury of \$ AWW OR MAXIMUM per week."

The employee should be advised of the formula for determining the temporary partial disability indemnity (wage loss) rate.

**PD:** For injuries occurring on or after January 1, 2005 the administrator shall concurrently notify the injured worker of any increased or decreased payment of permanent disability indemnity pursuant to Labor Code §4658, subdivision (d).

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at

## BENEFIT NOTICE INSTRUCTION MANUAL

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### When to send:

- The notice should issue prior to or on the date of the new payment and no later than the date the last payment was due in the previous schedule.

### Who to copy with notice:

- Applicant Attorney (if any)

## NOTICE REGARDING INDEMNITY BENEFIT

### TERMINATION

#### 8 CCR §9812(d)

Requirements for the notice of termination of benefits are in §9812(d). This regulation applies to all dates of injury. Section 9812(f)(2) provides requirements for termination of dependency (death) benefits for all dates of injury. Complete all non-optional sections of the form. Provide a clear explanation of the reason for ending the benefit. Complete the total dollar amount paid at time of ending benefit, which benefit is ending, the period (or periods) paid, and the rate paid. An attachment detailing the payment record must be enclosed with the notice. Note the regulations require an accounting be made of all benefits paid in that species of benefit, including the dates and amounts paid and any related penalties/self-imposed increases.

**Overpayments:** Regulations do not require that credit be asserted for any overpayments. It is recommended this section be completed for accurate documentation of benefit provision.

**PD:** Note that Labor Code §4061 requires that a permanent disability notice must be sent together with the last payment of temporary disability indemnity.

### When to send:

- Together with the last payment. When the decision to end payments is made after the last scheduled payment, the notice is due no later than 14 days after that payment.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### Who to copy with notice:

## BENEFIT NOTICE INSTRUCTION MANUAL

- Applicant Attorney (if any)

**Required enclosures /see specific regulations:**

- An explanation of the salary continuation plan specific to the employer is included (if appropriate);
- Payment record

Every benefit notice shall contain the following statement in bold font at the end of the notice:  
**“Keep this notice. It contains important information about your workers’ compensation benefits.”**

DRAFT

## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

**Employee**  
**Address**  
**City\_State\_Zip**

**Employer:**  
**Date of Injury:**  
**Claim Number:**

### NOTICE REGARDING DELAY OF WORKERS' COMPENSATION DEPENDENCY BENEFITS

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise of the status of dependency benefit payments for the workers' compensation injury on the date shown above. A copy of this notice will be sent to all dependents.

*[Select one of the following:]*

- (1) I am not able to determine whether benefits are due at this time because EXPLANATION OF REASON FOR DELAY. In order to make a decision, I need EXPLANATION OF INFORMATION NEEDED PRIOR TO DECISION. I will contact you once the information has been received or by DATE.
- (2) Prior to the death of EMPLOYEE NAME, TYPE OF BENEFIT benefits had accrued, but were not paid. Based on available information, I am unable to determine if you are eligible for these benefits. To reach a decision, I need EXPLANATION OF INFORMATION NEEDED PRIOR TO DECISION. I will contact you once the information has been received or by DATE.
- (3) **Partial delay:** Prior to the death of EMPLOYEE NAME, TYPE OF BENEFIT benefits had accrued, but were not paid for the period DATE through DATE. Based on available information, I am unable to determine if you are eligible for these benefits. To reach a decision, I need EXPLANATION OF INFORMATION NEEDED PRIOR TO DECISION. I will contact you once the information has been received or by DATE.
- (4) **Subsequent delay:** On DATE a notice of delay of benefits issued indicating need for EXPLANATION OF INFORMATION NEEDED PRIOR TO DECISION. This information

## BENEFIT NOTICE INSTRUCTION MANUAL

has not been received therefore we are extending the delay. I will contact you once the information has been received or by DATE.

**MANDATORY: include for all notices:**

Additional information may be found in the publication *Workers' Compensation in California: A Guidebook for Injured Workers*. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Death Benefits are discussed in chapter 1 of the Guidebook.

Chapter 1: The basics of workers' Compensation:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter1.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either me, the adjuster's name or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either me, the adjuster's name or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*, the ombudsperson or mediator.

## BENEFIT NOTICE INSTRUCTION MANUAL

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**[MANDATORY LANGUAGE – required on all notices in bold type.]**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

---

Claims Examiner

cc: APPLICANT ATTORNEY *(if any)*  
DEPENDENT(S)



## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

*Date*  
*mail address*

*[Option] SENT VIA E-MAIL TO employee's e-*

**Employee**  
**Address**  
**City\_State\_Zip**

**Employer:**  
**Date of Injury:**  
**Claim Number:**

### NOTICE REGARDING DEPENDENCY BENEFITS DENIAL

CLAIMS ADMINISTRATOR NAME is handling the workers' compensation claim of EMPLOYEE NAME on behalf of EMPLOYER NAME. This notice is to advise of the status of dependency benefit payments for the workers' compensation injury on the date shown above. A copy of this notice will be sent to all dependents.

*[Select one of the following.]*

(1) ***FULL Denial:*** After careful consideration of all available information, we are denying liability for the claim for workers' compensation dependency benefits because EXPLANATION OF REASON FOR DENIAL.

(2) ***PARTIAL Denial:*** After careful consideration of all available information, we are denying liability for the claim for workers' compensation dependency benefits only for SPECIFY PARTIAL BENEFIT because EXPLANATION OF REASON FOR DENIAL.

***MANDATORY: include for all notices:***

Additional information may be found in the publication **Workers' Compensation in California: A Guidebook for Injured Workers**. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Guidebook for Injured Workers:**

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

## BENEFIT NOTICE INSTRUCTION MANUAL

(1) Death Benefits are discussed in chapter 1 of the Guidebook.  
Chapter 1: The basics of workers' Compensation:  
<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter1.pdf>

*The State of California requires that you be given the following information:*

*[MANDATORY LANGUAGE: Select one of the following:]*

*[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, *[insert either me, the adjuster's name or a specific claims department name and telephone number]*. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

*[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]*

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call *[insert either me, the adjuster's name or a specific claims department name and telephone number]* or *(insert name, title and telephone of ombudsperson or mediator)*. However, if you are represented by an attorney, you should call your attorney, not *[insert either me, the adjuster's name or a specific claims department name and telephone number]*, the ombudsperson or mediator.

*[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]*

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an

## BENEFIT NOTICE INSTRUCTION MANUAL

alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**/MANDATORY LANGUAGE – required on all notices in bold type./**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

---

Claims Examiner

cc: APPLICANT ATTORNEY (*if any*)  
DEPENDENT(S)

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## BENEFIT NOTICE INSTRUCTION MANUAL

*Claims Administrator Name*  
*Address*  
*City\_State\_Zip*  
*Telephone Number*  
*[include if available] Website address*

Date  
mail address

*[Option]* SENT VIA E-MAIL TO employee's e-

Employee  
Address  
City\_State\_Zip

Employer:  
Date of Injury:  
Claim Number:

### NOTICE REGARDING

### QME PANEL REQUEST FORM

CLAIMS ADMINISTRATOR NAME is handling your workers' compensation claim on behalf of EMPLOYER NAME. This notice is to advise you of the status of disability benefits for your workers' compensation injury on the date shown above.

We have received your objection to the medical determination of PHYSICIAN'S NAME regarding (*choose one or more of the following*) temporary disability / permanent disability / the need for future medical care / INSERT NATURE OF OTHER OBJECTION(S).

If you wish to obtain a comprehensive medical evaluation, enclosed is a form that you must submit to the state Division of Workers' Compensation (DWC) within **10 days** to request a panel of three Qualified Medical Evaluators (QMEs). If you do not submit the form within **10 days** we will have the right to submit the form. In addition, within **10 days** after the DWC sends you a panel, you must choose a QME from the panel, make an appointment to be examined by the QME, and inform me of your choice and appointment time. If you inform us of your choice but you do not arrange the appointment, we will arrange the appointment. If you do not inform us of your choice, we may choose the QME who will examine you and arrange the appointment.

Additional information may be found in the publication Workers' Compensation in California: A Guidebook for Injured Workers. A complete copy of the Guidebook may be obtained at the website of the Division of Workers' Compensation (see URL below) or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation. Chapter 4 of the Guidebook contains information regarding how to obtain a medical evaluation with a qualified medical evaluator (QME).

## BENEFIT NOTICE INSTRUCTION MANUAL

Guidebook for Injured Workers:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

Chapter 4: Resolving Problems with Medical Care and Medical Reports:

<http://www.dir.ca.gov/InjuredWorkerGuidebook/Chapter4.pdf>

*The State of California requires that you be given the following information:*

**[MANDATORY LANGUAGE: Select one of the following:]**

**[Include the following two paragraphs for all claims not subject to an alternative dispute resolution (ADR) program:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call, ***[insert either me, the adjuster's name or a specific claims department name and telephone number]***. You also have the right to be represented by an attorney of your choice. However, if you are represented by an attorney, you should call your attorney, not ***[insert either me, the adjuster's name or a specific claims department name and telephone number]***.

For information about the workers' compensation claims process and your rights and obligations, go to [www.dir.ca.gov](http://www.dir.ca.gov) or contact an information and assistance (I&A) officer of the State Division of Workers' Compensation. For recorded information and a list of offices, call (800)736-7401.

**[For claims subject to an ADR program, include to the extent appropriate according to the ADR agreement:]**

You have a right to disagree with decisions affecting your claim. If you have any questions about the information provided to you in this notice, please call ***[insert either me, the adjuster's name or a specific claims department name and telephone number]*** or ***(insert name, title and telephone of ombudsperson or mediator)***. However, if you are represented by an attorney, you should call your attorney, not ***[insert either me, the adjuster's name or a specific claims department name and telephone number]***, the ombudsperson or mediator.

**[Optional language for claims subject to an ADR program under LC §3201.5 – Include if appropriate under the provisions of the ADR program:]**

In accordance with the INSERT UNION NAME agreement, active participation by an attorney is not allowed in the Ombudsman and Mediation stages of the ADR workers' compensation process. However, you have the right to consult with an attorney and your right to obtain legal advice is not limited and you may obtain such at your own expense at any time. If the Ombudsman and Mediation stages of dispute resolution are unsuccessful and a written request for Arbitration has been timely filed, attorney participation is allowed.

## BENEFIT NOTICE INSTRUCTION MANUAL

For information about the workers' compensation claims process and your rights and obligations, contact an information and assistance (I&A) officer of the state Division of Workers' Compensation. Be sure to inform the I&A officer that your claim is subject to an alternative dispute resolution program. For a list of offices, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or call (800) 736-7401.

**/MANDATORY LANGUAGE – required on all notices in bold type./**

Keep this notice. It contains important information about your workers' compensation benefits.

Sincerely,

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Claims Examiner

Enc.:

- QME Panel form (QME Form 105 and attachment)
- Workers' Compensation Claim form (DWC-1) *(if not previously provided)*

## NOTICE OF DENIAL OF CLAIM FOR WORKERS' COMPENSATION BENEFITS

8 CCR §9812(h)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Requirements for the notice are in Title 8, CCR §9812(h). This regulation applies to all dates of injury. Section 9812(f)(4) provides requirements for denial of dependency (death) benefits for all dates of injury.

**If denying all liability for the claim:** Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Clearly explain the reasons for the denial. Delete inappropriate options.

**If denying partial liability for the claim:** Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Clearly explain the reasons for the denial and what is being denied. Delete inappropriate options.

Avoid the use of acronyms or Labor Code/Regulation citation without explanation of their meaning and how they apply to the decision to deny the benefits. Avoid jargon, such as "... your injury was not AOE/COE." Be specific to the reason for denial.

- Do not use vague, all-inclusive statements, such as "Your claim is denied because your injury was not industrial" or "Your claim is denied because our investigation indicates your injury is not industrial."
- Do use specific statements, such as "Your claim is denied because your medical records and the report of PHYSICIAN NAME dated DATE indicate that your disability and need for treatment are a result of a longstanding medical problem and were not caused or aggravated by your work" or "Your claim is denied because our investigation reveals that your injury is the result of a skiing accident and did not occur as claimed."

**If the claim is denied for a medical issue, one of the four paragraphs addressing the employee's remedies must be included.** Choose (1) if the employee is not represented by an attorney and the determination is based on a comprehensive medical evaluation; choose (2) or (3) if the unrepresented employee has already received a comprehensive medical evaluation; choose (4) if the employee is represented.

**Note:** For claims reported on or after April 19, 2004, if an injured worker is entitled to medical care under Labor code §5402(c) the claims administrator shall advise the injured worker to send all bills for such treatment to the claims administrator for consideration of payment unless he or she has done so already.

## BENEFIT NOTICE INSTRUCTION MANUAL

**Note:** For claims reported on or after April 19, 2004, regardless of the date of injury, when the claims administrator sends a notice of denial of all liability to the employee, the notice shall advise the employee to send for consideration of payment all bills for medical services provided between the date the completed claim form was given to the employer and the date the claim is rejected. The notice shall advise the injured worker that the employer's liability for medical treatment under this Labor Code section is limited to ten thousand dollars (\$10,000).

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

**Required copy:** All lien claimants, all claim for costs claimants, and all persons or entities that have been authorized by the claims administrator to furnish benefits, goods or services for which a lien or claim for costs may be filed under Labor Code §§4903 through 4906 inclusive.

**When to send:**

- No later than 14 days after the determination to deny was made.

**Who to copy with notice:**

- Applicant Attorney (if any)
- All lien claimants, claim for costs claimants, authorized providers of benefits, goods or services for which a lien or claim for costs may be filed

**Enclosures / see regulation:**

- Medical report(s) *[If the determination is based on a medical report, a copy of the medical report(s) shall be provided with the notice, except for psychiatric reports that the psychiatrist has recommended not to be provided to the employee.]*
- Workers' Compensation claim form (DWC-1) if not previously provided

### NOTICE OF DELAY IN DETERMINING LIABILITY FOR WORKERS' COMPENSATION BENEFITS

8 CCR §9812(g)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Requirements for the notice are in Title 8, CCR §9812(g). This regulation applies to all dates of injury. Section 9812(f)(3) provides requirements for delay of dependency (death) benefits for all dates of injury.



## BENEFIT NOTICE INSTRUCTION MANUAL

**If delaying all liability for the claim:** Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Clearly explain the reasons for the delay, the need, if any, for additional information and an expected date of determination. Delete inappropriate options. If information needed is not received by the expected date of determination, a subsequent delay of benefits must issue. A new determination date is required at this time.

**If delaying partial liability for the claim:** Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Clearly explain the reasons for the delay, the need, if any, for additional information and a new expected date of determination. Delete inappropriate options. If information needed is not received by the expected date of determination, a subsequent delay of benefits must issue. A new determination date is required at this time.

**Note: For unrepresented workers,** Labor Code §4060(e)(1) requires that each notice shall describe the administrative procedures available to the injured employee with respect to a comprehensive medical-legal evaluation. Unrepresented workers need to be advised when the compensability of the claim is based upon a medical decision. Should they choose to dispute the medical decision, the procedure is through Labor Code §4062.1. Attach a copy of the Request for QME Panel (QME) to the notice.

If the claims administrator wishes to request a comprehensive medical evaluation for an unrepresented employee, include the paragraph requesting the employee to submit the form to request the Panel.

For represented employees, include the appropriate paragraph.

**Note:** For injuries which occur on or after January 1, 1990, the notice shall include an explanation that the claim is presumed to be compensable if not denied within 90 days from the filing of the claim form, and that this presumption can be rebutted only with evidence discovered after the 90-day period.

**Note:** For claims reported on or after April 19, 2004, regardless of the date of injury, if the claims administrator sends a notice of delay in its decision whether to accept or deny liability for the claim, the notice shall include an explanation that Labor Code §5402(c) provides that within one working day after an employee files a claim form, the employer shall authorize the provision of all treatment, consistent with the applicable treatment guidelines, for the alleged injury and shall continue to provide treatment until the date that liability is rejected. The notice shall advise the injured worker that the employer's liability for medical treatment under this Labor Code section is limited to ten thousand dollars (\$10,000).

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at

## BENEFIT NOTICE INSTRUCTION MANUAL

<http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### When to send:

- **First:** Within 14 days of the date of knowledge of injury.
- **Subsequent:** Not later than the determination date specified in the previous notice.

### Who to copy with notice:

- Applicant Attorney (if any)
- Lien claimants (if any)

### Enclosures / see regulation:

- QME Panel Request form, QME Form 105 and attachment (if the employee is unrepresented and has had no prior comprehensive medical evaluation)
- Workers' Compensation claim form (DWC-1) if not previously provided

## NOTICE TO PROVIDE PANEL QME REQUEST FORM FOR WORKERS' COMPENSATION BENEFITS

8 CCR §9812(i)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Requirements for the notice are in Title 8, CCR §9812(i). This regulation applies to all dates of injury.

Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Delete inappropriate options.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### When to send:

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## BENEFIT NOTICE INSTRUCTION MANUAL

- Within ten business days of receipt of the unrepresented employee's objection to the medical determination of the treating physician.

### Enclosures:

- QME Panel Request (QME Form 105 and attachment)
- Workers' Compensation claim form (DWC-1) if not previously provided

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## NOTICES REGARDING WORKERS' COMPENSATION DEPENDENCY BENEFITS

Title 8, CCR §§9812(f)(1) through (f)(4)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Title 8 CCR §9812(f) provides for notices to dependents in death cases. These regulations are for use with all dates of injury. Requirements for content of these notices are in Title 8 CCR §§9812(f)(1) through (f)(4). These notices are sent to each dependent. Compensation includes that which was accrued and unpaid to an injured worker before his or her death. If a new dependent is identified, copies of all prior notices must be sent to that dependent if they address benefits to which that dependent may be entitled.

### DEPENDENCY - FIRST PAYMENT - §9812(f)(1).

Requirements for the notice of first payment of workers' compensation benefits are in Section 9812(f)(1). Complete all non-optional sections of the form. Notice is provided to the estate of the employee/each dependent.

Include paragraphs (1) (For the first payment of death benefits)

and/or

(2) (For payments of compensation which were due the deceased employee before his or her death and are payable to the estate of the deceased employee)

Note that both options may be relevant to the claim and notice. Complete /delete the language as appropriate to the claim.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### When to send:

- Within 14 days after the claims administrator's date of knowledge of the death and of the identity and address of the dependent(s).

### Who to copy with notice:

- Applicant Attorney (if any)
- All dependents

**DEPENDENCY CHANGE OF RATE, AMOUNT, OR SCHEDULE; BENEFITS ENDING - §9812(f)(2)**

**Requirements for the notice are in §9812(f)(2).** This subdivision addresses changes to benefit payments and the termination of benefit payments.

**To advise the dependent(s) of a change in benefit rate, amount, a change in the day that payments are made, or other change:** Complete all non-optional sections of the form. Complete the option(s) that address the change being made. Delete any option not specific to this notice.

**To advise the dependent(s) of a final payment of dependency benefits (death benefits):** Complete all non-optional sections of the form. Provide a clear explanation of the reason for ending the benefit. Complete the total dollar amount paid at time of ending benefit, which benefit is ending, the period (or periods) paid, and the rate paid. Include advice when penalties were paid. An attachment detailing the payment record must be enclosed with the notice. Note the regulations require an accounting be made of all benefits paid in that species of benefit, including the dates and amounts paid and any related penalties.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

**When to send:**

- For change to rate, amount or schedule: before or with the changed payment, but not later than 14 days after the last payment made before the change.
- For payment ending: with the last payment or, if the decision to end benefits was made after the date of the last payment, within 14 days of the payment.

**Who to copy with notice:**

- Applicant Attorney (if any)
- All dependents

**Enclosure:**

- Record detailing payments made. (*For benefits ending.*)

**DEPENDENCY DELAY - §9812(f)(3)**

**Requirements for the notice are in Section 9812(f)(3).** Complete all non-optional sections of the form. Provide a clear explanation of the reason for delaying the benefit, what information is needed to make the decision, and an anticipated date when the decision will be made. The reasons for delay of the benefit may not fit the language provided in the model notice, at which time the claims administrator is encouraged to provide the more complete language. The model

## BENEFIT NOTICE INSTRUCTION MANUAL

notice provides four options. The first two options address total delay of the benefit, the third addresses a partial delay of benefit, and the fourth includes language that may be used for any subsequent delay in the benefit provision decision.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

### When to send:

- **First:** Within 14 days after the claims administrator's date of knowledge of the death, the identity and address of the affected dependent, and the nature of the benefit claimed or which might be due.
- **Subsequent:** On or before the determination date on the previous delay notice.

### Who to copy with notice:

- Applicant Attorney (if any)
- All dependents

## DEPENDENCY DENIAL - §9812(h)(4)

**Requirements for the notice of denial of dependency benefits are in §9812 (f)(4)** Complete all non-optional sections of the form. Provide a clear explanation of the reason for delaying the benefit, what information is needed to make the decision, and an anticipated date when the decision will be made. The reasons for delay of the benefit may not fit the language provided in the model notice, at which time the claims administrator is encouraged to provide the more complete language. The model notice provides two options. The first option addresses total denial of the benefit, the second addresses a partial denial of benefit.

Avoid the use of acronyms or Labor Code/Regulation citation without explanation of their meaning and how they apply to the decision to deny the benefits. Avoid jargon, such as "... your injury was not AOE/COE." Be specific to the reason for denial.

- Do not use vague, all-inclusive statements, such as "Your claim is denied because the employee's death was not industrial" or "Your claim is denied because our investigation indicates the employee's death is not industrial."
- Do use specific statements, such as "Your claim is denied because your medical records and the report of PHYSICIAN NAME dated DATE indicate that the employee's death was not caused by work stress" or "Your claim is denied because our investigation reveals that you are not a dependent of the deceased employee."

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for

## BENEFIT NOTICE INSTRUCTION MANUAL

Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

### When to send:

- No later than 14 days after the determination to deny was made.

### Who to copy with notice:

- Applicant Attorney (if any)
- All dependents

Every benefit notice shall contain the following statement in bold font at the end of the notice: **“Keep this notice. It contains important information about your workers’ compensation benefits.”**

## NOTICES REGARDING PERMANENT DISABILITY BENEFITS

## 8 CCR §§9812(e)

**NOTE TO CLAIMS ADMINISTRATOR:** If using the model notice(s) it is recommended that inapplicable options and/or language be deleted to avoid a confusing message to the employee and any parties copied with the notice.

Labor Code §4650(b) states, (1) "If the injury causes permanent disability, the first payment shall be made within 14 days after the date of the last payment of temporary disability indemnity, except as provided in paragraph (2). When the last payment of temporary disability indemnity has been made pursuant to subdivision (c) of §4656, and regardless of whether the extent of permanent disability can be determined at that date, the employer nevertheless shall commence the timely payment required by this subdivision and shall continue to make these payments until the employer's reasonable estimate of permanent disability indemnity due has been paid, and if the amount of permanent disability indemnity due has been determined, until that amount has been paid. (2) Prior to an award of permanent disability indemnity, a permanent disability indemnity payment shall not be required if the employer has offered the employee a position that pays at least 85 percent of the wages and compensation paid to the employee at the time of injury or if the employee is employed in a position that pays at least 100 percent of the wages and compensation paid to the employee at the time of injury, provided that when an award of permanent disability indemnity is made, the amount then due shall be calculated from the last date for which temporary disability indemnity was paid, or the date the employee's disability became permanent and stationary, whichever is earlier."

Title 8, California Code of Regulations (CCR) §9812(e) provide the requirements for notices addressing permanent disability (PD) payment.

**The model notices presented are in compliance with the benefit notice regulations [§9812(e)].**

**Instructions for completing the form:** Complete all non-optional sections of the form. The final section of this form includes the mandatory language of Labor Code §4061(b) as part of the mandatory employee's (or claimant's) remedies statement required by §9810(e). For claims subject to an alternative dispute resolution program, choose the alternate suggested language and modify as need to fit the ADR.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication "Workers' Compensation in California: A Guidebook for Injured Workers" that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers'



### Compensation.

Other information required to be provided in the notice to the injured worker varies depending on two factors (1) the date of injury and (2) the event that triggers the requirement. The model PD notices consist of separate sections which can be used in different combinations to provide necessary information to the injured worker.

Every benefit notice shall contain the following statement in bold font at the end of the notice: **“Keep this notice. It contains important information about your workers’ compensation benefits.”**

The model notice has two sets of options for the employee, one set if unrepresented and one set if represented. It is important to choose and to complete the appropriate option and delete the other options to avoid a confusing message to the employee and any parties who are copied with the notice.

### PD MONITOR - Title 8, CCR §9812(e)(1)

Notice is due when TD terminates and the injury may result in permanent disability. Choose and complete the appropriate section including the expected date of determination. Delete other options. If information needed is not received by the expected date of determination, a subsequent delay of benefits must issue. The subsequent delay has the same information requirements as the initial delay. Subsequent notices are required to provide a new date of expected determination. Provide a clear explanation of the reason(s) for continued monitoring.

- **Paragraph 1:** Include for first notice with the termination of temporary disability (TD) when the injury is not permanent and stationary (P&S) and may cause permanent disability. If employee is not yet P&S by the determination date stated in the first notice, this paragraph should be included in the subsequent notice, with a new determination date stated.
- **Paragraph 2:** Include for subsequent notice when there is knowledge that the injury is P&S, however there are no rateable factors of PD and no advice regarding future medical care.
- **Paragraph 3:** Include for subsequent notice when there is knowledge that the injury is P&S and advice regarding future medical care, but no factors for PD.
- **Paragraph 4:** Include for subsequent notice when there is knowledge that the injury is P&S, and factors for PD, but no advice regarding future medical care. **Important note:** this option should only be used to delay the determination regarding future medical care. Notice that the employee has PD is required under Title 8, CCR §9812(e)(2) at the same time as the last payment of temporary disability or within 14 days after knowledge that the injury has caused permanent disability, whichever is later.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise

## BENEFIT NOTICE INSTRUCTION MANUAL

the employee that a complete copy of the Guidebook may be obtained on the Division of Workers' Compensation's website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers' Compensation.

### When to send:

- **First:** Together with the last payment of temporary disability indemnity (TD). If there is no TD, there is no regulation requiring a PD monitoring notice.
- **Subsequent:** Not later than the determination date specified in the previous notice.

### Who to copy with notice:

- Applicant Attorney (if any)

### P&S WITH PD - Title 8, CCR §9812(e)(2)

Notice is due at the same time as the last payment of temporary disability or within 14 days after knowledge that the injury has caused permanent disability, whichever is later. Complete all non-optional sections of the form. Complete the report date and physician's name. Complete the section(s) addressing the PD and future medical.

If the need for future medical care has not yet been determined, a follow-up notice addressing the need for future medical care should be sent once the determination has been made. See PD delay notice, option for paragraph 4 above.

Select the appropriate options advising employee of the right to disagree. Sections 9812(e)(2)(A) and (B) provide specific advice for unrepresented and represented employees including, but not limited to, intention to have the report rated by the Disability Evaluation Unit (DEU).

Note that regulations require "A copy of the medical report on which the estimate of the amount of permanent disability was based..." "... shall be provided with the notice".

[The following optional language may be included if desired, for injuries occurring from January 1, 2005 through December 31, 2012, include the following if permanent and stationary:

The report advises your injury is permanent and stationary effective DATE.

#### Select (1), (2), or (3)]

(1) Your employer made a timely offer for you to return to *(choose one)* regular /modified/alternative work on DATE. The weekly PD rate of \$RATE will be reduced by 15% to \$REDUCED RATE effective INSERT OFFER DATE, the date of the offer of return to work.

(2) Your employer did not make a timely offer for you to return to regular, modified, or alternative work. The weekly PD rate of \$RATE will be increased by 15% effective 60 days after INSERT P&S DATE to \$INCREASED RATE effective DATE.

(3) Your employer is investigating whether or not regular, modified or alternative work may be offered to you. You will be advised within 60 days after INSERT P&S DATE whether your employer is able to offer you the opportunity to return to work.]

If PD payments will be delayed pursuant to LC§4650(b)(2), complete section B.

## BENEFIT NOTICE INSTRUCTION MANUAL

For unrepresented employees, complete section C.

For represented employees, complete section D.

It is important to choose and to complete the appropriate option and delete the other options to avoid a confusing message to the employee and any parties who are copied with the notice.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

### **When to send:**

- At the same time as the last payment of TD, or within 14 days after knowledge that the employee’s injury has resulted in PD.

### **Who to copy with notice:**

- Applicant Attorney (if any)

### **Enclosures / see regulation:**

- Medical Report(s) (w/date)

### **PD DENIAL - Title 8, CCR §9812(e)(3)**

Notice is due in cases where the employee has sustained compensable lost time from work, if the claims administrator alleges that the injury has caused no permanent disability in a case where either the employee has received payment of temporary disability indemnity or the employee claims permanent disability. Complete all non-optional sections of the form. Complete the date and choose the option best suited to your notice. Delete inappropriate options. Sections 9812(e)(3)(A) and (B) provide specific advice for unrepresented and represented employees including, but not limited to, intention to have the report rated by the Disability Evaluation Unit (DEU).

Note that regulations require “A copy of the medical report on which the determination of no permanent disability was based...” “... shall be provided with the notice”.

Complete section A, choosing either (1) or (2).

Where the employee is not represented by an attorney, choose the appropriate paragraphs from section B:

(1)(a) or (1)(b) if the determination is based on a treating physician’s report (in which case, include 2(b)1. or 2. also);

(2)(a) if the determination is based on a QME report or 2(b)1. or 2. if the determination is based on a treating physician’s report.

## BENEFIT NOTICE INSTRUCTION MANUAL

If the employee is represented, include paragraph C.

It is important to choose and to complete the appropriate option and delete the other options to avoid a confusing message to the employee and any parties who are copied with the notice.

**Option:** While not required by regulation, if the employee has been provided with the advice regarding potential supplemental job displacement benefit (SJDB), it may be reasonable to include advice to the employee that since there is no PD, the employee is not entitled to the benefit.

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

### When to send:

- Together with the last payment of temporary disability indemnity or
- Within 14 days of knowledge that the injury is permanent and stationary or has caused no permanent disability.

### Who to copy with notice:

- Applicant Attorney (if any)

### Enclosures / see regulation:

- Medical Report(s) (w/date)

### PD START - Title 8, CCR §9812(e)(4)

**Notice is due at the same time as the first payment of permanent disability indemnity.** The model notice may be used for the first payment or for resumed payment.

Complete all non-optional sections of the form. Choose and complete the options best suited to your notice. Provide a clear and complete explanation of the factors for payment of permanent disability indemnity. Delete inappropriate options.

[The following optional language may be included if desired, for injuries occurring from January 1, 2005 through December 31, 2012, include the following if permanent and stationary:

The report advises your injury is permanent and stationary effective DATE.

### Select (1), (2), or (3)]

(1) Your employer made a timely offer for you to return to *(choose one)* regular /modified/alternative work on DATE. The weekly PD rate of \$RATE will be reduced by 15% to \$REDUCED RATE effective INSERT OFFER DATE, the date of the offer of return to work.

## BENEFIT NOTICE INSTRUCTION MANUAL

(2) Your employer did not make a timely offer for you to return to regular, modified, or alternative work. The weekly PD rate of \$RATE will be increased by 15% effective 60 days after INSERT P&S DATE to \$INCREASED RATE effective DATE.

(3) Your employer is investigating whether or not regular, modified or alternative work may be offered to you. You will be advised within 60 days after INSERT P&S DATE whether your employer is able to offer you the opportunity to return to work.]

§9810(d) requires all notices to refer the employee (by chapter number and url) to the appropriate chapter of the publication “Workers’ Compensation in California: A Guidebook for Injured Workers” that addresses the benefit(s) to which the notice pertains, and to advise the employee that a complete copy of the Guidebook may be obtained on the Division of Workers’ Compensation’s website at <http://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html> or by contacting an Information and Assistance (I&A) Officer of the Division of Workers’ Compensation.

### **When to send:**

- At the same time as the first payment or first resumed payment of PD.

### **Who to copy with notice:**

- Applicant Attorney (if any)

### **Enclosures / see regulation:**

- Medical Report(s) (w/date)

### **PD CHANGE §9812(c);**

If the notice is to advise the employee that permanent disability payments are changing the rate, amount, or scheduled day, the requirements are in §9812(c).

### **PD STOP §9812(d);**

If the notice is to advise the employee that permanent disability payments are ending the requirements are in §9812(d).