



Occupational Benefits in Illinois Checklist

- ✓ Notify UAL Management **ASAP** of a work related injury/illness even if you will not miss work.
- ✓ Assist the supervisor in filing your claim. The (ESC) should be notified by the supervisor.
- ✓ A Notification of Occupational Injury/Illness Form (OII) or report should be generated, get copies of each. Get copies of the Employee Status Form (ESF) to take to your treating physician at each visit.
- ✓ Call AFA for the Occupational Benefits Committee Information Packet. You can download the info packet from the AFA MEC website www.unitedafa.org under Pay and Benefits, and then Occupationals.
- ✓ Get medical treatment of your choice. Have doctor complete the ESF form and FAX it to the Employee Service Center (ESC). (FAX number located in the Occupational Packet from UAL on Flying Together). If UAL asks for a Section 12 Exam (formerly called IME) you must comply. If Section 12 doctor returns you to work (RTW), go to company medical to determine status & possible need for medical arbitration.
- ✓ When your claim is accepted, you will receive TTD directly from Gallagher Bassett. You may supplement your income by using personal S/L with the 3 options of Sec. 19.A. of the AFA Agreement. If you do not use S/L, you will be placed on a medical LOA.
- ✓ Determine your average weekly wage (AWW) for 12 months prior to injury. Call GB to determine what they are using as your AWW. If it is incorrect, send the correct information to WHQPZ & GB, include claim number.
- ✓ If your absence qualifies under the Family Medical Leave Act (FMLA), United will automatically certify it as FML, and no points will be assessed.
- ✓ Any requests for Special LOA or any ANP (WOP) should be reviewed.
- ✓ Start a log of all phone calls & retain all documents, medical bills & correspondence concerning your injury.
- ✓ GB will investigate the claim. Cooperate but you **do not** have to allow taping of conversations. Sign **only** the AFA medical records release form. DO NOT sign and return the GB Medical Records release form, or any consent forms from **GENEX** under **any** circumstances.
- ✓ Call GB for the final decision on your claim & get your claim number.
- ✓ If there is a delay in accepting the claim, ask GB what they need to process your claim. Send any documentation requested by Fax and U.S. Mail (Return Receipt Requested)
- ✓ A nurse from **GENEX** may contact you to ask questions about your medical condition and treatment. If you are not comfortable speaking with her/him, you may refuse, but your treatment may be delayed. You must allow written medical records to be released, but only those related to your occupational injury. You or your doctors do **not** have to answer

written questions. If your claim is denied or delayed, you may file a claim in another jurisdiction; call your local AFA Occupational Benefits Committee for more info.

- ✓ Check your pay stub the month prior to your date of injury for your sick leave (S/L) balance.
- ✓ You may defer your vacation if you are on Occupational status then bid for another by the interim vacation bid process. In October pick up vacation bid packet & bid for vacation for the next year. Arrange to get contents of SW mailbox.
- ✓ If contacted for vocational rehabilitation, cooperate if physically able to do so. Speak with AFA or an attorney.
- ✓ If you have Long Term Disability (LTD) insurance, you will qualify for benefits after 270 days of disability.
- ✓ If you are contacted by GB for a settlement, you should speak with a WC lawyer.
- ✓ If you have any problems, or if your claim is denied **call your Local AFA Office or Local Occupational Benefits Committee.**