



**ALABASTER
CITY SCHOOLS**

CHAMPIONS OF OUR FUTURE

ALABASTER CITY SCHOOL

1953 Municipal Way, Suite 200

P. O. Box 480

Alabaster, Alabama 35007

NOTICE TO EMPLOYEES INJURED ON THE JOB

Employees of the Alabaster City Schools Board of Education who are injured on the job have a right to appear before the State Board of Adjustment to request payment by the State for injuries or property damage or death which the State has a legal or moral obligation to pay. A claim must first be filed.

Claim forms may be secured from the Alabaster City Schools Board of Education payroll department (205-663-8400) or from the Alabama State Board of Adjustment (334-242-7175).

Filing is the responsibility of the employee. The Statute of Limitations is one year, if death involved, two years.

Required Documentation for Claims

If you are considering filing a claim with the Board of Adjustment, you must provide documentation for any amount for which you are requesting reimbursement.

Documentation includes, but is not limited to, the following:

- (a) **Accident report** signed by a supervisor or other appropriate school official;
- (b) **Invoices, bills, receipts or statements for charges** that were not covered or reimbursed by either medical or disability insurance;
- (c) **Statements and/or claim forms** submitted to or received from medical or disability insurance companies;
- (d) **Statements, letters, or other forms from a doctor** stating that the employee must be excused from work (needed if you are claiming lost wages) and;
- (e) **Statement from the payroll clerk** showing the number of days you were absent from your job and your daily rate of pay and statement or documentation stating number of days reinstated to employee (needed if you are claiming lost wages).

**INSTRUCTIONS FOR ALABAMA STATE BOARD OF ADJUSTMENT
CLAIM FOR ON THE JOB INJURY**

www.bdadj.alabama.gov

NOTE: Claims must be presented to the Alabama State Board of Adjustment within one year after the date of the injury or within two years for claims for injury resulting in death. Each question must be answered. If all questions are not answered, the claim will not be accepted. Forms must be printed in ink or typed. All supporting documentation must be submitted on 8 ½ x 11 paper front side only.

Please Note: The claims process may take several months to complete.

Claim forms must be accompanied by all of the required documentation or your claim will be returned requesting further information. Any delays could cause the dismissal of your claim.

• **MAIL COMPLETED FORMS TO:**

Alabama State Board of Adjustment
600 Dexter Avenue, Suite E-302
Montgomery, AL 36130-1435

• **FORMS MAY BE DELIVERED TO:**

Alabama State Board of Adjustment
State Capitol Building, Suite E-302
Montgomery, Alabama

• Telephone Numbers: (334) 242-7175 Fax: (334) 242-2008

1. Enter the name of the State Agency you are filing your claim against. (Example: Department of Transportation, Department of Education, etc.)
2. Enter your personal information. Enter your Name, Address, Telephone Number(s), E-mail Address, the last four digits of your Social Security Number or the last four digits of your FEIN if a business. Claims without the last four digits cannot be processed and will be returned to the Claimant.
3. If you have an attorney, enter your attorney's information. (NOTE: If an attorney is listed, all correspondence will be with the attorney only.)
4. Enter the facts of the claim:
 - A. Enter the date the injury occurred.
 - B. Enter the date notified by employer of your privilege to file a claim with the Board of Adjustment.
 - C. Enter the location and address where the injury occurred. (Example: Lunchroom at City Elementary, City, Alabama 36000)
 - D. A statement of facts describing the injury and the events surrounding the injury. Documentation must accompany the claim for proof of the injury. Provide an official accident or incident report showing the date of the injury. The report must be signed by a supervisor or some other official. Any other evidence to prove that the incident upon which the claim is based took place must be attached. (Example: Dated and signed witness statements.)
5. If this was an on-the-job injury, check yes. If no, use Personal Injury Form. This form can be found on the Board of Adjustment web site shown at the top of this page.
6. Employer Information:
 - A. Enter the name, address and telephone number of your employer.
 - B. Enter your job title at the time of the injury.
 - C. Enter your supervisor's name at the time of the injury.
 - D. If you are still employed with employer listed in 6A check the "Yes" box.
 - E. If you are no longer employed with employer listed in 6A, enter your last date of employment.

7. Medical Expenses: Enter all out-of-pocket medical expenses incurred as a result of the injury. List each health care provider, including pharmacy, and the amount charged by each. You must provide evidence (itemized bills) to show what treatment was provided, when it was provided, and the charge, as well as evidence of insurance filing and payments (insurance company summary sheets). Board of Adjustment will not make awards for expenses paid by private insurance. If claimant is not covered by insurance, this should be clearly stated.
 - A. Total of Medical Expenses Claimed
8. If you had medical insurance at the time of the injury, name all insurance companies and state how much each paid directly to you.
 - A. Total Payments Made to You from All Insurance Companies
9. Medical Disability: If you are claiming medical disability, you MUST complete this section.
 - A. If you are claiming damages for permanent disability, check “Yes”; otherwise, check “No”.
 - B. If you have claimed compensation for permanent disability from any source, such as Social Security Disability, Workman’s Compensation, etc., check “Yes”; otherwise, check “No”.
 - C. Enter the amount you are seeking for permanent or total disability.
 - D. Describe the permanent disability. Evidence (usually a letter, statement, or report from physician) that claimant has reached maximum medical improvement “MMI” and is left with a disability stated in percentage of physical impairment to the whole body or part of body is involved (arm, leg, finger, etc.). Include calculations as to the amount of disability being claimed.
10. Wages: If you are claiming lost wages and/or compensation for leave used, list each separately. You must provide each of the following types of documents as evidence:
 - A signed statement from a doctor or other healthcare provider that claimant was unable to work because of the accident or injury stated.
 - Verification from the employer of the time lost from work or the leave deducted and verification from the employer of the claimant’s rate of pay at the time of the accident or injury.
 - A leave balance statement from the employer showing leave accrual balances and years of service.
 - A. Enter the amount of wages you lost due to the injury. Circle whether the amount you have entered is for hours, days or weeks. (Example: \$25 for 2 hours)
 - B. Enter the amount of leave used. (Example: 16 hours for 2 days)
 - C. Enter your rate of pay at the time of your injury. Check the box indicating whether the amount is per hour, day, or week. (Example \$12.50 per hour)
 - D. Enter the total of wages lost due to the injury.
11. Enter any miscellaneous expenses associated with the personal injury, such as damages to automobile, eyeglasses, mileage, etc. Note: If claiming mileage, use the Mileage Log which is available on the Board of Adjustment web site and include mileage documentation such as MapQuest or Google maps for each destination. Mileage rates are available on the Comptroller’s web site, <http://comptroller.alabama.gov/>.
 - A. Provide the total amount of miscellaneous expenses claimed.
 - B. If any of the listed expenses are covered by insurance, please check “Yes”; otherwise, check “No”.
 - C. If you answered “Yes” in Item 11B. list the amount of insurance coverage and your deductible. (For damages to personal property, it will be necessary to provide a copy of your insurance declaration page which indicates your amount of coverage and your deductible.)
12. Enter the GRAND TOTAL amount you are claiming for all items described in Items 7.A., 9.C., 10D. and 11.A.
13. Sign the claim form in the presence of a Notary Public, print your name and have the notary complete the varication section.

ALABAMA STATE BOARD OF ADJUSTMENT
CLAIM FOR PERSONAL INJURY - ON THE JOB

See Page 1-2 of this form for instructions. Each number on the form corresponds with numbers on instruction sheets. Read all instructions carefully to ensure your claim is not returned for additional supporting documentation. See INSTRUCTIONS for mailing or hand delivering this form to the Board of Adjustment (Page 1).

DO NOT WRITE IN THIS SPACE. FOR BOARD OF ADJUSTMENT USE ONLY.

Claim No.: _____

1. Name of the Department or Agency of the State of Alabama against which you are making this claim:

2. Claimant's Information:

Name: _____

Street Address or P.O. Box: _____

City, State, Zip Code: _____

E-mail Address: _____

Home Telephone No.: _____ Office Telephone No.: _____

Cellular Telephone No.: _____ Fax No.: _____

Claimant's Last Four Digits of Social Security No. or last four digits of Business FEIN:

SSN: XXX-XX-_____ FEIN: XX-XXX _____

3. Claimant's Attorney: (NOTE: If an attorney is listed, all correspondence will be with the attorney only.)

Attorney Name: _____

Street Address of P.O. Box: _____

City, State, Zip Code: _____

E-mail Address: _____

Office Telephone No.: _____ Fax No.: _____

4. Facts of Claim:

A. Date of Injury: _____

B. Date notified by employer of your privilege to file a claim with Board of Adjustment: _____

C. Location/Address of Injury: _____

D. Statement of Facts (Describe the injury and the events surrounding the injury): _____

5. Was this an on-the-job injury? Yes No

Claimant's Name _____

6. Employer Information (If on-the-job injury):

A. Name, Address & Telephone Number of Employer: _____

B. Job Title at the Time of the Injury: _____

C. Name of Supervisor at the Time of the Injury: _____

D. Are you still employed with employer listed in 6.A.? Yes No

E. If no, what was the date of your last day of employment? _____

7. Medical Expenses (List each health care provider, including pharmacy, and the amount charged by each):
Include additional sheets if necessary:

Provider	Amount of Out-of-Pocket Expense

A. Total of Medical Expenses Claimed: \$ _____

8. If you had medical insurance at the time of the injury, name all insurance companies and state how much each paid directly to you:

Name of Insurance Company (Includes Medicare, Medicaid)	Amount Paid To You

A. Total Payments Made To You from All Insurance Companies: \$ _____

9. Medical Disability:

- A. Are you claiming damages for permanent disability? Yes No
- B. Have you claimed compensation for permanent disability for this injury from any other source, such as Social Security Disability, Workers Compensation, etc.? Yes No
- C. What is the amount you are seeking for permanent or total disability? _____
- D. Describe the permanent disability: _____

10. Wages: If you are claiming lost wages and/or compensation for leave used, list each separately. You must provide each of the following types of documents as evidence:

- A signed statement from a doctor or other health care provider that claimant was unable to work because of the accident or injury stated.
- Verification from the employer of the time lost from work or the leave deducted and verification from the employer of the claimant's rate of pay at the time of the accident or injury.
- A leave balance statement from the employer showing leave accrual balances and years of service.

- A. Amount of lost wages: _____ for _____ hours/days/weeks
- B. Amount of leave used: _____ for _____ hours/days/weeks
- C. Rate of Pay at time of Injury: _____ per Hour Day Week
- D. Total Wages Claimed: \$ _____

11. Miscellaneous Expenses: (List other expenses you are claiming and the amount for each such as damages to auto, eyeglasses, mileage, etc.) If claiming mileage, use the Mileage Log which is listed on the web site, www.bdadj.alabama.gov, as Alabama State Board of Adjustment Mileage Log.

Item	Amount of Expense

- A. Total Amount of Miscellaneous Expenses Claimed: \$ _____
- B. Are any of the expenses listed above covered by insurance? Yes No
- C. If yes, list amount of coverage and deductible amount:
 Amount of Coverage: _____
 Comprehensive Deductible: _____ Collision Deductible: _____

Claimant's Name _____

12. What is the **GRAND TOTAL** amount you are claiming for all items listed in 7.A., 9.C., 10.D. & 11.A.

\$ _____

13. Signature of Claimant/Authorized Representative: _____

Please Print Name: _____

VERIFICATION

STATE OF _____

COUNTY OF _____

Before me, a Notary Public in and for said state and county, personally appeared the person whose name is signed above who being made known to me and being duly sworn to give true testimony, affirmed that all of the above stated facts are true and correct.

Sworn and subscribed before me this _____ day of _____, 20 _____

Signature of Notary Public _____

AFFIX SEAL

Printed Name _____