

## WORKCOVER – Enclosed Information Pack

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At Gallagher Bassett, we are committed to ensuring that our injured workers are provided with relevant information to assist them through the WorkCover process.

We recommend that you read through this summary as it provides a guide to the useful information located within this pack.

### ENCLOSED FACT SHEETS

- **WorkCover – What you need to know:** Reading this will provide you with important information regarding the WorkCover process, your rights and entitlements. This fact sheet will direct you to where you can find further information within this pack.
- **Claiming for Medications and Pharmacy Items:** When claiming for medication/pharmacy expenses, there are specific requirements that need to be met. Reading this fact sheet will ensure that you are aware of what information is required by Gallagher Bassett to ensure reimbursement of these expenses.
- **Claiming Travel Reimbursements:** This fact sheet explains what you are entitled to claim in relation to travel expenses. On the reverse side, you will find the travel reimbursement form that you can use to claim your kilometres.
- **Direct Entry Information:** If you would like for Gallagher Bassett to reimburse your out of pocket medical and like expenses (including travel) directly into your nominated bank or financial institution account, this fact sheet will explain what you need to do.
- **Frequently Asked Questions:** This fact sheet explains most of the commonly asked questions relating to the management of your claim.

### ENCLOSED REIMBURSEMENT SLIPS

To assist Gallagher Bassett in reimbursing your out of pocket medical and like expenses (including travel) in a prompt and efficient manner, we are providing you with reimbursement slips. We request that you attach a reimbursement slip to your accounts/ invoices each time you send these into our office.

If at any stage you require further reimbursement slips, please do not hesitate to contact our office to request an additional supply.

We recommend that you keep a copy of all correspondence you forward to our office for your own reference.

### IF YOU NEED MORE INFORMATION

We welcome you to contact your case manager or our office to discuss any queries you may have.

*We look forward to working with you and assisting you through this process.*