

EMPLOYER'S/INSURER'S  
SUBSEQUENT INJURY TRUST FUND  
**CLAIMS MATERIAL SUBMISSION CHECKLIST**

Check off each item as you compile your claim package  
Your file will be activated when all required documentation is received

EMPLOYER'S KNOWLEDGE AFFIDAVIT (EKA)

1. Original notarized Employer's Knowledge Affidavit's S.I.-"H".
2. If verbal knowledge is used or factual statements given, a verifying statement from the employee will expedite evaluation.
3. Legible documents contained in employer's files *prior to the subsequent injury*.
4. Employer's certification letter (SEE REVERSE SIDE OF EKA).

WORKERS' COMPENSATION BOARD FORMS

1. LEGIBLE copy of *front and back* of First Report of Injury.
2. All board forms, including WC-2, WC-3, WC-4, WC-6, and WC-104, where applicable.
3. Current work status:  TO  TPD  RTW  WITH  WITHOUT RESTRICTIONS  REG  LGHT

PRIOR IMPAIRMENT INJURY MEDICAL REPORTS

1. LEGIBLE medical narratives supporting prior permanent impairment.

SUBSEQUENT INJURY MEDICAL REPORTS

1. LEGIBLE medical narratives supporting subsequent injury. (Up-to-date from Date of Accident).
2. All rehabilitation reports if applicable.
3. Please do not submit reimbursement requests or bills at this time.

MERGER: O.C.G.A § 34-9-351(1)

1. Merger requires medical narratives or a statement from the treating physician that clearly establishes merger as defined in Code Section 34-9-351 (1).
2. Please keep in mind that the prior impairment must be the *principal factor* that materially, substantially and cumulatively aggravated the (subsequent) condition so as to synergize a greater degree of disability when considered together.

LITIGATION

1. Is there any current or past litigation?  Yes  No.
2. Claimant's attorney:     NAME:  
  ADDRESS:  
  PHONE:
3. Please briefly describe the nature of the litigation and include all awards as applicable.
4. Are there settlement negotiations in progress?  Yes  No. If yes, please advise amount of demand and amount of counter offer.
5. If settled, please submit a copy of the board-approved stipulation.