



## **Intake Script for Workers' Compensation Case**

### **Introduction:**

1. Greeting:
  - a. Hello and thank you for contacting [Law Firm Name]. My name is [Your Name], and I'm here to assist you. Could you please provide your name?
2. Basic Information:
  - a. Can you share your full name, contact number, and email address with us?

### **Case Details:**

3. Injury Details:
  - a. Briefly describe the nature of the work-related injury or illness you've experienced. When did it occur, and how has it affected your ability to work?
4. Employment Details:
  - a. What is your current employment status, and can you provide information about your employer, including the company name, address, and contact details?
5. Medical Treatment:
  - a. Have you sought medical treatment for your work-related injury or illness? If so, please provide details about the medical facilities or practitioners involved.
6. Reporting the Incident:
  - a. Did you report the work-related incident to your employer, and if so, when did you report it?
7. Workers' Compensation Claim:
  - a. Have you filed a workers' compensation claim with your employer or their insurance carrier? If yes, what is the current status of your claim?
8. Documentation:
  - a. Do you have any documentation related to your injury, such as medical records, incident reports, or communication with your employer?

### **Legal Consultation:**

9. Legal Representation:
  - a. Are you currently represented by an attorney for your workers' compensation case? If yes, please provide their contact information.



10. Employer's Response:

- a. How has your employer or their insurance company responded to your workers' compensation claim? Have they accepted or denied the claim?

11. Questions or Concerns:

- a. Do you have any specific questions or concerns about workers' compensation law or the legal process?

**Closing:**

12. Next Steps:

- a. Based on the information you've provided, it's important to evaluate your case thoroughly. We recommend scheduling a consultation with one of our attorneys to discuss your situation in more detail. Would you like to proceed with scheduling a consultation?

13. Appreciation:

- a. Thank you for sharing this information. We understand the challenges you're facing, and our team is here to guide you through the workers' compensation process and protect your rights.