



Dear Client,

Thank you for choosing the Czack Law Firm, LLC to represent you for your recent accident. We've put together the attached *Client Action Checklist* to help guide you through this process. We have found that the more information you have about your claim and what our objectives are, the better we can work together as a team to get you back to pre-accident health and successfully protect you and your family when dealing with the insurance company.

We believe that the best client is an informed and involved client. Our *Client Action Checklist* gives you the tools and information necessary to allow our legal team to do the job you hired us to do.

Very truly yours,

Michael W. Czack
Attorney

Ann Marie Hobbs
Paralegal

CLIENT ACTION CHECKLIST



EVIDENCE OF DAMAGES

- Take photos of all of the interior and exterior damage to your vehicle. Also get photos of any scars, cuts, bruises, lacerations, casts, slings, etc. and forward them to us as soon as possible. You can send them by regular mail, email or text.



HEALTH INSURANCE INFORMATION

- We need a copy of the front and back of any and all health insurance cards you have for our file such as Blue Cross Blue Shield, Medical Mutual, Anthem, United Healthcare, Medicare, CareSource, etc.



YOUR AUTO INSURANCE INFORMATION

- Please send or e-mail a copy of your automobile DEC pages/coverage amounts for us to have in your file. Knowing your coverages and limit amounts may be important at a later date.



CASE RELATED LETTERS AND DOCUMENTS YOU RECEIVE AT HOME

- Please forward to us all letters, forms, questionnaires, etc. that you receive from your own health insurance company, your auto insurance company or the other party's auto insurance company. **DO NOT SIGN AND RETURN** anything to anyone without checking with our office first.



INJURIES & MEDICAL TREATMENT

- If you were injured, be consistent and diligent in making all of your doctor, therapy and testing appointments. Follow the advice of your medical team as this is critical to both your health and case success.



GIVE TREATMENT UPDATES TO US

- Keep a list of the names, addresses and dates of all medical people you see for your injuries. Be sure to tell us about any updates or changes in your treatment or condition, especially when your doctor wants you to see a specialist or have an MRI, if your conditions worsens, or when you are discharged from further care.



WAGE LOSS

- If you are missing work or losing income due to your injuries, you are entitled to be reimbursed. It is essential, however, that you and your doctor are on the same page – your doctor needs to know your occupation, why you can't work and when you should return to work. If you need a work excuse slip, be sure to ask the doctor.
- You also should keep track of the days and hours you missed due to the accident and be sure your employer knows we'll eventually ask them to write a letter to verify your losses. *Ask your employer if they need a sample form letter for reporting your wage loss, and we can provide the sample if needed.*



MEDICAL BILLS

- If you receive medical bills in the mail, you should:
 - Be sure the bill has been submitted to your health insurance carrier;
 - Mail or e-mail us a copy of all bills, and insurance EOBs;
 - If able, pay the bill and give us proof of payment;
 - If unable to pay, contact us to discuss other option such as med-pay, a letter of protection, etc. ***Any bills that go unpaid for an extended period can and usually do go to collections.*** Let us help you deal with it before it gets to that point.



PRESCRIPTION RECEIPTS

- Send us copies of any and all prescription receipts for accident-related medications you receive or have had filled.



PERSONAL PROPERTY

- If any personal items or property were lost or damaged in the crash (cell phones, glasses, jewelry, etc.), please give us details as soon as possible, including copies of purchase receipts and/or repair appraisals.



SOCIAL MEDIA WARNING

- DO NOT post anything on social media about your accident, how it happened, your injuries or any photos of you doing activities you've been advised not to do by your doctors. Rest assured the insurance company and their attorneys are capturing any post-accident social media posts that are public to use against you.

***CALL US AT (216) 696-9216 WITH ANY QUESTIONS
OR CONCERNS!***