

# FIVE STEPS FOR

# EMPLOYEES' COMPENSATION CLAIMS

## 1 NOTIFY EMPLOYER

Employee to notify employer/principal contractor immediately after work injury.



## 2 REPORT WORK INJURY

Employer/principal contractor must report to Labour Department (LD) within 14 days, otherwise employee may seek LD's assistance.

## MEDICAL CLEARANCE

LD issues "Medical Clearance Notification" to employee, who should proceed with medical clearance accordingly.



## 4 MEDICAL ASSESSMENT

LD arranges medical assessment for employee when necessary.

## 5 CASE SETTLED

LD issues assessment certificates stating the assessment result and compensation amount. Employer/principal contractor has to clear the compensation within 21 days to settle the case.



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