

Dear Injured Worker,

This packet's intention is to help you understand the claim process. If you do not understand any aspect of the claim process you can contact our Workers' Compensation carrier NCAComp, Inc. at any time by calling their toll free number, (888)806-1109.

It is NCAComp, Inc.'s job to help you obtain the treatment & services you may need as a result of your injury. They will work with you to return you to your pre-injury medical status and, in the event you lose time from work, to get you back to your job earning full wages as soon as possible.

Enclosed in this packet is the following:

- C-3.0: Employee Claim for Compensation (return to local Workers' Compensation Board)
- Instructions for how to fill out the C-3.0 form including a toll free number for assistance (Retain for your records)
- Statement of Rights (Retain for your records)
- C-3.3 Limited Release of Health Information (return to NCAComp, Inc. in the enclosed address)
- HIPPA Release (return to NCAComp, Inc. in the enclosed address)
- Cypress Care prescription drug letter (retain for your records & present to your pharmacist)

In order to expedite the processing of your claim please sign and return the enclosed C-3.3 & HIPPA Release to NCAComp, Inc. By filling out the enclosed sheets you are not giving up any rights or payments due to you for your Workers' Compensation claim.

You should not pay any co-pays for prescriptions related to your Workers' Compensation case. A Cypress Care prescription card has been enclosed for you to take to the pharmacy of your choice. Please provide all information to the pharmacy with the attached card. If the pharmacy encounters any difficulty in processing your prescriptions, they should contact NCAComp, Inc at (866)806-1109.

To ensure that all diagnostic procedures (MRI, EMG, CT Scans) are done timely NCAComp, Inc. has contracted with both MedFocus Network & GENEX. Please contact NCAComp, Inc if your doctor is requesting one of these studies.

Please mail your Medical Authorization, any medical bills or medical reports to:

NCA Comp  
14 Lafayette Square, Suite 700  
Buffalo, NY 14203

Sincerely,

Any person who knowingly and with intent to defraud and insurance company or other person files an application for insurance or statement of claim containing any materially false information, or insurance or statement of claim containing information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each violation.