



How to File a WCB Claim

There are many situations and circumstances in which you would be compelled to file a claim:

1. You may require immediate assistance after a difficult call(s) or incident(s).
2. You may develop delayed symptoms after a call(s).
3. Your Physician or Psychologist may recommend you initiate a claim to get Psychological services covered.
4. A Peer Support member or co-worker may suggest you initiate a claim.

The three main ways to initiate a WCB Claim:

1. Options based on your current situation:

- a. **Still employed in Public Safety:** Your Supervisor may direct you to fill out the required forms while they fill out the Employer Forms (E1). If you do not want to utilize their help, you may fill out a **Worker's Report of Injury (W1) form**. Documentation is important to helping your claim be processed. Be sure to include dates, times, call or incident numbers, symptoms, Psychologist name, etc. (Be sure to pay attention to any privacy guidelines at your workplace's confidentiality and privacy rules or laws when disclosing names, etc.)

Hand/Submit your form to appropriate Manager or Supervisor to begin claim.

- b. No longer employed in Public Safety: [Worker's Report of Injury \(W1\) form](#) is an online form that can be filled out even if the employer is no longer your employer, *for example: if you have quit or retired.*
 - i. Download W1 Form to draft answers if any details need time to be located, corroborated, or cleared for privacy/confidentiality concerns.
<http://www.wcbask.com/wp-content/uploads/2013/11/W1-WrkFrm.pdf>
 - ii. If you are having trouble recalling details, try to get as close as possible such as being able to define the year and season would at least narrow the search.

***** TIP: Download W1 Form to draft answers if any details need time to be located, corroborated, or cleared for privacy/confidentiality concerns.**
<http://www.wcbask.com/wp-content/uploads/2013/11/W1-WrkFrm.pdf>

Initial Report of Injury (W1) Form:
<https://myaccount.wcbask.com/online-services/report-an-injury>

2) Initiated by the client's GP after an appointment for medical treatment and the client stating that the injury is work related.

3) Initiated by the client's mental health professional after counseling has begun.

**** There is also the option of calling WCB and getting one of their staff to fill the form out for you!**

Legislation and Policy for the WCB:

- [**Worker's Compensation Board Act, 2013**](#)
 - **Injury presumed out of and in course of employment**

27(1) Unless the contrary is proven, if an injury to a worker arises out of the worker's employment, it is presumed that it occurred in the course of his or her employment.

(2) Unless the contrary is proven, if an injury to a worker occurred in the course of his or her employment, it is presumed that it arose out of the worker's employment.
 - **Presumption of psychological injury**

28.1(1) In this section:

 - (a) **"psychological injury"** means a psychological injury, including post-traumatic stress disorder, as described in the edition of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association that is prescribed in the regulations;
 - (b) **"worker"** means a person who works and:
 - (i) is exposed to a traumatic event; or
 - (ii) is in an occupation that is prescribed in the regulations.

(2) Unless the contrary is proven, if a worker or former worker is diagnosed with a psychological injury by a psychiatrist or psychologist, that injury is presumed to be an injury that arose out of and in the course of the worker's employment.



If your claim is denied/refused, you can always appeal the decision and get help from an advocate at the Injured Worker Appeal Services (IWAS ... formerly known as the Worker's Advocate):

<https://www.saskatchewan.ca/business/safety-in-the-workplace/assistance-for-wcb-claims-and-appeals>

Injured Worker Appeal Services (IWAS)

Telephone Number **877-787-2456 (Toll Free)**

Telephone Number **306-787-2456 (Regina)**

FAX 306-787-0249

URL <https://www.saskatchewan.ca/business/safety-in-the-workplace/assistance-for-wcb-claims-and-appeals>

Email appealservices@gov.sk.ca

Mailing Address **300 - 1870 Albert Street, Regina, SK, S4P 4W1**

**** If you are concerned whether your case or situation falls under a mental health or psychological claim, we encourage you to discuss it with your Doctor or Psychologist, etc.**



Other Information:

***If the claim is based on a specific call, be sure to list the nature of the call when filling out the W1 form. Graphic details are not required; this is to allow WCB to verify the claim with the employer.**

***If claiming a cumulative mental health injury, put “mental health injury” in the Area of body injured and in the “How did the injury happen?” section, please indicate that this is a cumulative mental health injury. Incident dates may be helpful for WCB when adjudicating the claim, or even the most proximate/recent incident date.**

***There may be a wait to begin a Mental Health Program, depending on availability. During which time WCB will may recommend www.pspnet.ca to the client. The client can also utilize PSPNet while the claim is being adjudicated. WCB will fund counselling sessions while we adjudicate the claim. If the claim happens to be disallowed, WCB simply writes-off the costs of the claim, (the worker is not charged).**

***WCB can expedite psychiatrist appointments for clients when needed, normally within a couple of weeks.**

***There may be rare situations where it is determined by the worker's care provider(s) that typical treatment modalities (such as an MHP as described below) is not sufficient for the worker's medical needs. For example, a care provider may indicate that the worker requires in-patient care. If this occurs, WCB can consider funding for an in-patient program. Inpatient programs may be either within province (through the public system) or via an out of province treatment provider (private provider). In order for WCB to agree to fund an out of province inpatient program, it needs to be objectively confirmed by the worker's care providers that not all other in-province treatment options are sufficient for the worker's needs. In the vast majority of situations, an MHP is able to meet the treatment needs of an injured worker.**

Recovery and Return To Work (RTW) support options:

• **Primary Psychology/Counselling:** this is where a worker is solely seeing a psychologist or counsellor (i.e. 1x/wk.).

- **Mental Health Program (MHP):** This is a comprehensive treatment program where the worker sees a Psychologist at least 1x/wk. in addition to attending an exercise and goal setting program 3-5 days per week. The MHP treatment teams typically consist of a Psychologist, Exercise Therapist and/or Occupational Therapist. Treatment may be done in-person, virtually, or a combination of both.



- **Mental Health Assessment (MHA):** This is an independent one-day assessment (rarely 2 days) done by a Psychologist. The MHA will confirm any mental health DSM diagnoses present and will make treatment recommendations.

Care Provider Inquiries:

If your care provider such as a Psychologist or Physician wonders how to fill out the information properly so that it is not rejected based on something poorly worded, just suggest that they follow the diagnostic information contained in the **DSM** or **Diagnostic and Statistical Manual**.

Employability Inquiries:

Some people ask if they can continue to work while waiting for WCB to process their application. This can be a difficult discussion because that is a decision best made in consultation with your Physician and/or Psychologist.

Details needed on your **W1 Form**:

- **Your Date of Birth**
- **Your Social Insurance Number (SIN)**
- **Your Provincial Health Card Number (PHN)**
- **Your employer's name, address, and phone number**
- **The name of the Health Care Provider who is treating you and your 'injury'**

Notes to successfully fill out your W1 Form for mental health concerns:

- Under 'Area of Body Injured' (Section C, question 5) put 'Mental Health' or 'Psychological Injury'
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Points to Remember:

- You may be able to still see your Care Provider but your Claim Rep may assign you to one recognized by WCB
- For Mental Health concerns, You may be required to attend a mental health evaluation by a WCB approved practitioner of their choice. This may happen in Regina, but could also occur in Saskatoon or Prince Albert or even another province but at WCB's cost. Your representative will advise you of reimbursement for incidentals. This is to find the right treatment plan for you, not to disprove your claim. During the evaluation, you may be asked to answer many personal questions. Do not be alarmed. Again, this is to understand your stresses and how it



... relates to treatment. It can be frustrating but is designed to help you in the long run, even if it is difficult to see at the present.

- **Note:** such questions can be triggering of stress reactions, be sure to communicate how you are feeling during the tests or interviews so that they can get an accurate viewpoint of how the memories affect you.
- **If you do not comply with requests, your claim may be denied and could make an appeal difficult.**
- **If you need support, Contact peer support members and they may be able to help you**
- **Some details may need to be vague such as patient/client/or assailant incident privacy law considerations but this should be discussed with the employer privacy officer.**