



# VIC Weekly Benefits Key Activity Timeline

## Worker notifies the employer of injury

### Injury date

At this stage you can start supporting the injured worker with their recovery, return to work and preparing the injury notification to EML.

The worker is responsible for providing the employer with a completed and signed worker's injury claim form along with a copy of the certificate of capacity (COC) issued to them by their treating doctor.

## The employer lodges a claim with EML after becoming aware of a workplace injury

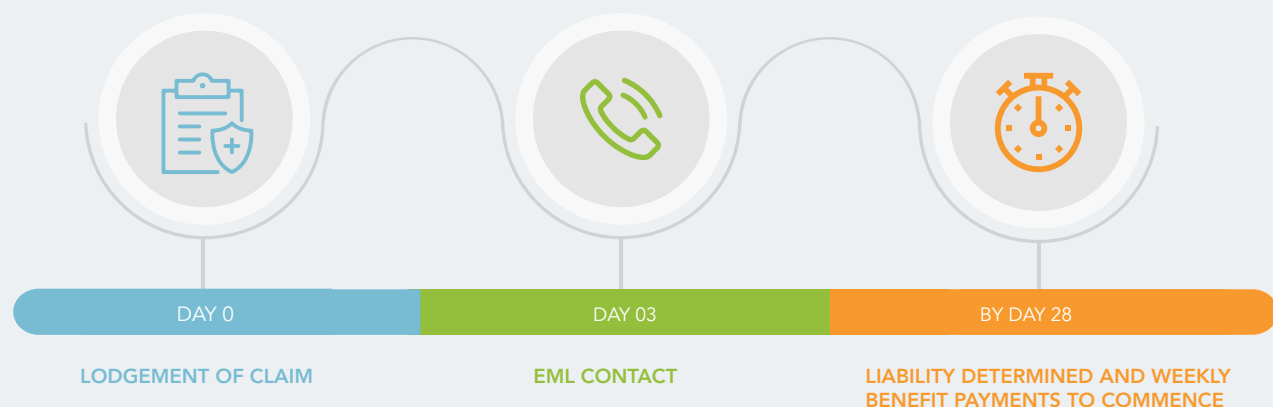
### Claim information prepared

You must complete the employer section of the worker's injury claim form.

WorkSafe Victoria encourages employers to complete the employer injury claim report after receiving the worker's injury claim form.

On completion of these forms, you can send them both to EML.

**NB:** To find out more about claim notification timeframes please review the VIC workers compensation essentials course on EMlearning.



- The day on which the claim is first lodged to EML.

**NB:** The employer has three days to lodge a mental injury claim and 10 days to lodge a physical injury claim once received from the injured worker.

- EML will contact you by day three to discuss the initial information received about the injury. During this time, the EML Case Manager will discuss pre-injury average weekly earnings (PIAWE) and the first weekly benefit payment with you.

- EML will determine liability for a claim within 28 days of claim lodgement. If the claim is accepted the injured worker can commence receiving benefits. At this stage the pre-injury average weekly earnings (PIAWE) is determined by EML and the employer can make the initial weekly benefit payment to the worker.

**Note:** If PIAWE is not determined at this stage then the employer will make the payment to the injured worker based off their normal leave entitlements.

## Continuing Weekly Benefit Payments

### Claiming reimbursement and wages history follow up

Any future weekly benefit payments the injured worker is entitled to receive are paid by you in line with legislative guidelines.

EML will reimburse you for any weekly benefit payments you have made to the injured worker.

**NB:** EML will continue to follow up the appropriate wage history information so that PIAWE can be determined if it has not been received.

If you have any further questions, please contact your Case Manager.