

Law Offices of
Kalamarides & Lambert

711 H STREET, SUITE 450
ANCHORAGE, ALASKA 99501
(907) 276-2135 TELEPHONE
(907) 278-8514 FAX

ATTORNEYS AT LAW
JOSEPH A. KALAMARIDES
ANDREW J. LAMBERT
RANDALL S. CAVANAUGH

LEGAL ASSISTANTS
PHYLLIS JOHNSTON
DOUGLAS JOHNSTON

January 29, 2010

Dear Client:

In response to your inquiry to our office with regard to your workers' compensation claim, we have enclosed a list of questions which we request you answer in order to assist us in evaluating your case. After we have reviewed your file, an attorney or legal assistant from our office will contact you by mail or telephone, depending upon the urgency of your situation, to inform you whether or not we are able to help you.

Because attorney fees in workers' compensation cases are paid by the employer's insurance company based upon the sum of benefits obtained on behalf of the injured claimant, we cannot consider undertaking representation unless your case has been disputed or denied (controverted) by the insurance company. If your claim has not been disputed, but you have questions regarding procedure or your rights under the Workers' Compensation Act, you should address those questions to the Alaska Workers' Compensation Board. If your case has been disputed and you wish to have us review those issues, you must first fill out the questionnaire, return it to our office along with the records as described below, and after our review, we will contact you with a decision on whether or not we can take your case.

There may be statutes of limitation which apply to your workers' compensation claim. If you are concerned that a time period is about to expire, you should contact the Workers' Compensation Board and take appropriate action to toll the expiration of the applicable statute. The Board will provide forms at your request. Their phone number in Anchorage is (907) 269-4980. Their mailing address is P.O. Box 107019, Anchorage, Alaska 99510-7019.

We will contact you by phone or by mail when our review of your case has been completed. If you have not heard from us within three weeks following submission of your completed questionnaire, please contact our office. Although in the past we reviewed cases over the telephone, we can no longer conduct business in that manner due to the large volume of calls. We trust you will not be offended by our current policy of initially reviewing claims via a questionnaire.

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In order to expedite our review, you must enclose a complete copy of all paperwork and information you have received pertaining to your claim. We require medical records, wage information, report of injury, controversion notices and/or any other material that supports your position regarding the dispute(s) in your claim. Records must be grouped into three classifications - medical records grouped by medical provider, correspondence to or from the Alaska Workers' Compensation Board, and correspondence to or from the insurance carrier. Each of the three classes of records must be sorted in date order beginning with the oldest date down to the newest. Preparation of your file in this manner will expedite our review and enable us to readily relay our decision to you.

Please note that absent receipt of all or at least most of your medical records, we cannot adequately review your claim. Consequently, our review will necessarily be delayed until we receive the essential records. You can obtain records from your medical providers, the Workers' Compensation Board, and the insurance adjustor handling your claim. When obtaining records, we ask that you do not sign a release requesting your medical providers to forward copies of your records to our office. You are entitled to one free copy of your medical chart but the medical provider will charge us. We will utilize a copy of the records you receive. Please retain the original copies of all of your records.

We will look forward to hearing from you. Thank you for contacting our firm.

Sincerely,

KALAMARIDES & LAMBERT

Joseph A. Kalamarides
Andrew J. Lambert

Enclosure