

Self-Insurance Claim Closure Checklist

Submit a final [SIF-5](#) to the L&I [self-insured adjudicator](#) along with a complete copy of the file or any documentation not previously sent to the department.

To check documents already imaged to the L&I file, log on to the [Claim and Account Center \(CAC\)](#).

Questions to Address

Address the following questions before submitting a claim to the department for closure:

1. Time-loss compensation

- Has all time-loss been paid?
- Have the first 3 days after the injury been paid?
- Was the time-loss compensation rate correct?
- Were health benefits included/excluded based on employer's contribution?
- Were any applicable July 1 cost of living adjustments paid?

2. Loss of earning power (LEP)

- Has all the LEP been correctly computed and paid?
- Were health benefits included/excluded based on employer's contribution?
- Have you included your [LEP calculation worksheets](#)?

3. Vocational issues

- Have vocational issues been addressed (see [Vocational Services Checklist](#))?
- Have any disputes been resolved?

4. Medical Issues

- Were all contended medical conditions addressed?
- Were all accepted conditions addressed in the closing medical?
- Is the closing medical documentation less than 6 months old?

5. Permanent impairment or permanent partial disability (PPD)

- Is there any permanent impairment related to this injury or occupational disease?
- If there is PPD, has the examining doctor expressed it correctly?
- Has PPD previously been advanced or paid, on this claim or another?

6. Independent Medical Examination (IME)

- If an IME was obtained for closure, did you request/receive attending provider concurrence?

7. Wage order

- If requesting a wage order, is the required documentation included in the request as outlined in the applicable [SIF-5A](#)?

8. SIF-5

- Is the SIF-5, complete and accurate? (See [SIF-5 instructions](#) for details)
- Is the correct box checked indicating closure request?
- Is the **L&I** claim number correct?
- Is the worker's address correct?
- Is the attending provider's name and address correct?
- Have all the periods of time-loss and LEP been documented?
- Do the periods of time-loss/LEP in the "Compensation Paid" section match the "Total number of time-loss/LEP days paid" boxes?
- Have all last day worked, returned to work and released to work dates been reported for any break(s) in benefits paid?

If you have any questions and don't know the self-insurance adjudicator's name and contact information, call the receptionist at 360-902-6901.