# How to Use This Damages/Expenses Worksheet

*How much is your case worth?*

Adding up your damages to find your injury settlement value with a personal injury claim calculator is an important step in your case.

There are a few types of damages for which you could potentially recover, including economic damages (costs of medical treatment, estimated future medical treatment, lost earnings, future lost earnings, property damage, out-of-pocket expenses) and non-economic damages (costs of pain and suffering, emotional distress, inconvenience, loss of consortium, loss of enjoyment of life).

In order to calculate the full value of your case, your attorney must understand the economic and financial costs you've incurred as a result of the accident or injury. The best way to get the most out of a settlement is to be proactive. Take charge of your own case and know where your money is going – don't just leave it to your attorney to figure out.

Use these worksheets to track and log all of your expenses:


- **Medical expenses** (page 2)
- **Property damage** (page 3)
- **Prescriptions** (page 4)
- **Lost wages** (page 5)


And don't forget to keep all relevant bills so that your attorney can confirm the numbers!


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# MEDICAL EXPENSES **WORKSHEET**

## Document all of your medical expenses.

This includes doctors, medical exams, physical therapists, alternative practitioners, chiropractors and anything else remotely related to your health. Scan copies of your receipts and save them in a folder on your computer marked "Medical Expenses."

That way, you can easily correspond those receipts to this chart. An even better way to do it is to note the number of the item and add that to the file name. An example would be, "MRI 3.8.2017 No.8."

| Name of Provider/Facility | Date of Treatment | Description of Services | Amount Owed (After Insurance) | Amount Paid |
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Make sure to obtain doctors' notes every time you are at an appointment. Scan these into your files, as well. This will help to build a history of your injuries and document your time away from work. If possible, ask your doctors to estimate your future medical costs and your prognosis.


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# PROPERTY DAMAGE **WORKSHEET**

## Document what personal belongings and property was damaged during the accident.

If your accident involved any damaged property, record it here. This is where you would keep track of the value and what you are paying to replace things that were lost or damaged.

This could also include rental car expenses, family traveling to care for you (plane trips, car trips, etc.), child care costs, traveling to and from medical appointments, household help, and other expenses related to damaged property.

| Description of Property | Date of Estimate, Repair or Replacement | Cost/Value | Amount Paid | Amount Reimbursed |
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# PRESCRIPTIONS **WORKSHEET**

## Document the cost of prescriptions and medications resulting from your injury.

Prescriptions are important because they establish an ongoing pattern of pain and suffering.
Scan all prescription receipts into your files and log the costs.

| Name of Prescription | Name of Pharmacy | Date | Amount Owed (After Insurance) | Amount Paid |
|---|---|---|---|---|
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# LOST WAGES **WORKSHEET**

## Document any missed time away from work and lost wages.

While you can keep your own records here for your attorney, this should also be written on official company letterhead with your identifying information (name, social security number, address, telephone number) so that you are clearly identifiable.

This official letter should include the dates you were unable to work, your average weekly salary, the date you started working with your employer, your commission/bonus amount lost, tips/gratuities/overtime lost, and (if applicable) any vacation time that was used during the accident.

| Employer | Dates Absent (or Hours Missed) | Salary or Hourly Rate | Notes |
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