

Medical Expenses WORKSHEET

Keep any documentation of medical expenses here.

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."

PROVIDER	DATE	AMOUNT	PAID	REIMBURSED

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.

Property Damage WORKSHEET

This is where you keep track of what 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.

ENTITY	DATE	AMOUNT	PAID	REIMBURSED

Lost Wages WORKSHEET

This is where you would want to document any missed time away from work, missed meetings with clients, missed interviews, missed job opportunities 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.

EMPLOYMENT	DATES ABSENT	WAGES LOST

Make sure the official clearly designates his or her capacity and signs the document. Also include contact information.