

Completing a WEC (Worker Expense Claim) form

What is a WEC form and when can I use it?

If you want to make a claim for reimbursement of payments you've made for approved treatment and care services, you need to complete a WEC (workers expense claim) form.

We would like service providers to invoice the **icare** Workers Care Program directly for payments; however, we understand there will be times when you pay for services yourself. If you do, you can make a claim for reimbursement by sending in a WEC form or someone can send it on your behalf. Your coordinator can provide you with a copy of the form.

Before you make any payments, you should get approval from us to make sure the services are reasonably necessary and injury-related. This approval means you can be sure you'll be reimbursed. If you have questions, contact your coordinator or read **Information sheet W04: What is reasonably necessary treatment and care?**

There may be exceptional circumstances when you're unable to obtain approval before making a payment; for example, if you have a medical appointment at short notice. If this happens, talk to your coordinator as soon as possible. If the expense is reasonably necessary and injury-related, you should still be able to send in a WEC form.

What expenses can I claim on a WEC form?

You can ask for the following types of expenses to be paid:

- ✓ **Mileage and fares** for travel to your approved treatment and care appointments
- ✓ **Injury-related medicines** you buy before a pharmacy account is set up
- ✓ **Injury-related medical appointments** arranged at short notice.

What information do I need to include on the form?

To make sure we process your WEC form quickly, please make sure you have put in the following information:

- **Date.** Include the date you send us the form.
- **Person to be reimbursed.** Include the name and details of the person to be reimbursed. If this is someone other than you, please indicate what their relationship is to you; for example, they are your partner.
- **Receipts.** Attach any receipts, tax invoices or tickets relating to the expense. We'll accept digital copies; however, you must keep the originals for audit purposes.
- **Description.** Include a brief description of the item or service you have paid for

- **Travel.** If you are claiming for travel, you must include:
 - *For kilometres.* The start and end destination, total kilometres per trip (based on the shortest, most direct route) and the reason for the trip (for example, 'appointment from A to B and back, 75km return, Dr Smith rehabilitation specialist').
 - *For parking.* The receipt/parking ticket and the reason why the parking was needed.
 - *For tolls.* The name of the motorway used, tolls charged, date and time of travel and the reason why use of the motorway was required.

How often should I send in a WEC form?

You should send in a WEC form within three months of paying for the expense. You don't need to send in a form each time you pay for something - one form can be used to claim multiple expenses.

What happens next?

Your coordinator will review your WEC form to make sure the services you're seeking reimbursement for are reasonably necessary and injury-related. They will advise you if there are any items that can't be reimbursed.

Payment will be made by electronic funds transfer to your nominated account within 15 days.

Where do I send the form?

You can email or post the form to either of the addresses below.

Email your completed WEC form and digital copies of receipts to:
wecs.workers-care@icare.nsw.gov.au

Post your completed WEC form and copies of receipts to:

icare
Workers Care Program
GPO Box 4052
Sydney, NSW 2001

For more information or to contact the icare Workers Care Program

Address GPO Box 4052, Sydney, NSW 2001 **Phone** 1300 738 586 **Fax** 1300 738 583

Email enquiries.workers-care@icare.nsw.gov.au **Web** www.icare.nsw.gov.au