

**LEEP TESCHER HELFMAN AND ZANZE**

Ben Leep ( 1924 - 1999)  
M.K. Tescher (retired)  
Benjamin K. Helfman \*  
Brian N. Zanze (retired)  
\* Certified Specialists by the  
State Bar of California

**Attorneys at Law**  
**1440 West Street**  
**Post Office Box 992437**  
**Redding, CA 96099-2437**

**Telephone:**  
**(530) 241-2211**  
**Fax:**  
**(530) 241-2219**

POTENTIAL CLIENT INTAKE QUESTIONNAIRE  
Form revised on 07/20/2022

Name: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Message Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Who referred you to us: \_\_\_\_\_

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**INJURY**

Date of Injury: \_\_\_\_\_ Part of Body: \_\_\_\_\_

City or County where injury occurred: \_\_\_\_\_ Time: \_\_\_\_\_

How did the injury happen? \_\_\_\_\_

Claim form (DWC-1) filed with employer: YES \_\_\_\_\_ NO \_\_\_\_\_ Date filed: \_\_\_\_\_

Is the case: Accepted: \_\_\_\_\_ Delayed: \_\_\_\_\_ Denied: \_\_\_\_\_

Employer at time of injury: \_\_\_\_\_

Employer's address: \_\_\_\_\_

What was your occupation at the time of injury: \_\_\_\_\_

Name of Workers' Compensation Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

What is the phone number for the W/C Carrier: \_\_\_\_\_

Who is the Adjuster: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Claim Number: \_\_\_\_\_

**Earnings:** Hourly Rate: \_\_\_\_\_ How many hours did you work: \_\_\_\_\_

Did you work overtime? If so, how many hours did you average in a week? \_\_\_\_\_

Salary amount: \_\_\_\_\_ Commission: \_\_\_\_\_ Lodging: \_\_\_\_\_

Weekly gross earnings on date of injury: \_\_\_\_\_ (Include overtime) \_\_\_\_\_

**DISABILITY BENEFITS**

Dates Workers' Compensation temporary disability payments received:

Rate: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Dates State Disability payments received:

Rate: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Dates Unemployment Insurance benefits received:

Rate: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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List all employers and dates of employment for the last 12 months prior to the injury: (List the most current employer first, and then work backwards showing the dates). For example: 2010 to 2009 Smith Construction, 2008 to 2007 Jones Recycling, etc.

1.) Year(s) \_\_\_\_\_ Company: \_\_\_\_\_

2.) Year(s) \_\_\_\_\_ Company: \_\_\_\_\_

3.) Year(s) \_\_\_\_\_ Company: \_\_\_\_\_

4.) Year(s) \_\_\_\_\_ Company: \_\_\_\_\_

Dates off work due to this injury: From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Before your industrial injury, did you get notice of lay-off or termination from your employer:

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, date: \_\_\_\_\_

**MEDICAL TREATMENT**

Have you seen a Panel Qualified Medical Examiner?: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please list the Name and Address: \_\_\_\_\_

BRING A COPY OF THE QME REPORT WITH YOU IF YOU HAVE AN APPOINTMENT.

List your Primary Treating Physician: \_\_\_\_\_

**List all Names and Addresses of all doctors who have treated you for your injury:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Who paid the medical bills: \_\_\_\_\_

Have you designated a treating doctor with your employer: Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when: \_\_\_\_\_

\*\* Did your employer provide health insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

Name and address of Health Insurance Company: \_\_\_\_\_

**MEDICAL HISTORY**

Have you had any injuries or treatment to this part of body before:

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, when: \_\_\_\_\_

Who treated you: \_\_\_\_\_

Have you had injuries to other areas of your body: Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what parts of your body: \_\_\_\_\_



**PLEASE KEEP THIS SHEET AND BRING THESE ITEMS WITH  
YOU IF AN APPOINTMENT IS SET FOR YOU.  
DO NOT SEND THESE ITEMS WITH THE  
QUESTIONNAIRE**

1. Employee's Claim for Workers' Compensation Benefits. (This is Very Important)
2. W-2 forms or other proof of earnings for the last three years.
3. **All** papers received from the Workers' Compensation insurance company.
4. Any medical reports sent to you including your Qualified Medical Examination Report if you have already been evaluated.
5. Any papers received from the Workers' Compensation Appeals Board or the Department of Industrial Relation