

Filing an Injury Claim with the Board for Volunteer Firefighters (BVFF):

- Send an Accident Report Card within 90 days of the accident or fill out the online form at www.bvff.wa.gov. Per RCW 41.24.210, if no report is received in writing within 90 days, or if no bill is received within a year, no claims will be paid.

The following steps are only necessary if medical treatment is sought. The Accident Report Card holds the claim open for one year from the date of the accident. It is recommended, however, that the injured member see a physician if experiencing symptoms for longer than one month.

- Complete the Report of Accident form and send to the BVFF as soon as possible so claims can be processed. The physician's report can be requested from the member's medical provider by using the Records Request Letter at www.bvff.wa.gov.
- Make sure the hospital and physicians know to send all bills to the fire department secretary or city clerk. There's a letter at www.bvff.wa.gov that can be used to help them understand the Board for Volunteer Firefighters (Doctor's intro. to BVFF).
- When bills are received, prepare an Invoice Voucher for each payee.
 - Include the name and address of the person or medical provider payment is being made to in the box on the top left.
 - If injured volunteer is collecting a reimbursement of any kind, he/she must sign in the box on the top right; otherwise that box can be left blank.
 - Local Board of Trustees must approve and sign each voucher at the next regularly scheduled Local Board meeting.
- If there is time loss from work, the injured volunteer may be eligible to collect disability compensation.
 - Complete an Invoice Voucher (injured member must sign)
 - Attach proof of earnings (if paid different amounts, attach 3 recent pay stubs)
 - Attach letter from doctor stating how much time he/she will be unable to work. If released to light duty, also include a note from the employer stating there is no light duty work available.

If you have questions, please contact:

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*****Don't forget to report each new member as they join the department to ensure coverage. Members that have not been reported are not covered.*****