

**OVERVIEW OF THE
ALTERNATIVE DISPUTE PREVENTION AND RESOLUTION SYSTEM**

The Alternative Dispute Prevention and Resolution System is a procedure that you and your Employer must use for workers' compensation problems and disputes.

It basically consists of an Ombudsman, Informal Conciliation and Arbitration. The Ombudsman's role is explained more in the enclosed Overview. The procedure's details are fully set out in the Addendum and the Rules of Practice and Procedure; you should refer to them if a workers' compensation matter arises.

OUTLINE

1. Notify the Employer of all injuries. The Employer (or its insurance company) must notify you if it denies, reduces or terminates compensation.
2. If a problem develops with any form of compensation, including medical treatment, contact the Ombudsman (and try to resolve it).
 - * The Ombudsman's toll-free number is **(800) 320-2413**.
3. If you are not satisfied with the Ombudsman's response, you may proceed to Informal Conciliation by filing a Workers' Compensation Grievance within 10 days.
 - * Obtain a Grievance form from the Union, Ombudsman or Director of the Alternative Dispute Prevention and Resolution System.
 - * The purpose of Informal Conciliation is to seek a resolution of the developing dispute.
 - * If requested, the Ombudsman will aid and counsel you.
4. If you are not satisfied with Informal Conciliation, you may proceed to Arbitration by filing an Arbitration Request within 20 days.
 - * Obtain an Arbitration Request form from the Union or Director of the Alternative Dispute Prevention and Resolution System.
 - * Once you file for Arbitration, the Ombudsman will no longer help; after that, it is your duty to hire an attorney for any desired legal representation.

At any relevant time:

1. The problem can be resolved by agreement or formal settlement.
2. A medical evaluator may be retained by you and/or the insurance company.
3. You may hire an attorney to represent you. (Give the attorney this Packet.)