



# Proceeding to Offer

Support Guide

1-19-2022

OFFICIAL  
INJURY  
CLAIM

# Proceeding to Offer

## Support Guide

Once you have reviewed and agreed with your medical report, you will be asked how you wish to proceed with your claim. One of your options will be 'Proceed to offer'. This means that you will prepare your final list of losses and share your medical report with the compensator for them to make you a monetary offer. To choose this option, select 'Proceed to offer' and click 'Continue'.

**OFFICIAL  
INJURY  
CLAIM**

---

## Proceed with your claim

*Note that all fields marked with \* are mandatory.*

Now you have your medical report, you can decide how to progress your claim:

If you select Wait out prognosis, your claim will not progress until you return later to confirm either: you would like to proceed to offer (for example, when you have recovered from your injury), or you have not recovered from your injury by the end of the recovery prognosis period detailed in your medical report and you would like to request a further report.

If you select Proceed to offer for all scenarios, you will be asked to select which medical reports and documents you wish to share with the compensator who will use them to make you an offer.

If you select Obtain a further report, you will be asked to request a further medical report from the compensator or to obtain your own medical report.

What would you like to do next? \*

Wait out prognosis

Proceed to offer

Obtain a further medical report

Continue
Save and Exit

On the next screen you will need to confirm your decision to proceed to offer. It is important at this stage that you are certain of your decision, as once you have proceeded past this point you will be

unable to go back and change your decision to wait out your prognosis period or obtain a further medical report instead. If you are certain you wish to proceed to offer, select 'Confirm' on this screen.

OFFICIAL  
NJURY  
CLAIM

---

## Check your answers before proceeding

[← Back](#)

Check your answers below, when you are satisfied with your answers select Confirm.

If you want to change anything select Change.

---

▶ **Proceed with claim** [Change](#)

---

**Confirm** Save and Exit

On the next screen you will need to select the medical documents you wish to share with the compensator. The compensator will need to be able to view your medical report to understand the injuries you have suffered as a result of the accident and make you an educated offer. Any documents

that have been uploaded by your medical provider and any additional medical reports you have had and uploaded yourself will be listed on this screen. To choose a document to share, you will need to select the tick box to the left of the title of the document. You will need to select a medical report to share to proceed past this point and will be unable to proceed without selecting a document to share.

OFFICIAL  
NJURY  
CLAIM

---

## Share your medical documents

*Note that all fields marked with \* are mandatory.*

To proceed to offer you must share your agreed first medical report as well as any further medical report(s) you are relying on.

Below is a list of all your uploaded medical report(s). Select those you wish to share with the compensator.

**Select a medical report or any medical documents you want to share with the compensator in support of your claim.**

**Medical Report\***

<input checked="" type="checkbox"/>	<a href="#">Test medical report 2</a>	Uploaded by Colin Capp	Date added 19 Jan 2023
-------------------------------------	---------------------------------------	---------------------------	---------------------------

---

Continue
Save and Exit

If you have got a whiplash injury, you will be asked if you wish to claim for an uplift to the offer you receive for your whiplash injury. You will not be asked this question if you do not have a whiplash injury. You will have been asked these questions when you first submitted your claim but will still

need to answer them at this stage in case your answers have changed since first submitting your claim.

OFFICIAL  
INJURY  
CLAIM

---

## Exceptional circumstances

[← Back](#)

*Note that all fields marked with \* are mandatory.*

If your whiplash injury is exceptionally severe, or there were exceptional circumstances that increased the pain, suffering and loss of amenity caused by your whiplash injury, you can claim an uplift over and above the tariff amount for your whiplash injury.

There is only one uplift applied whether your claim is that the injury was exceptionally severe, or the circumstances were exceptional, or both. The uplift is capped at 20% of the tariff amount.

You need to answer the questions below even if you gave this information when submitting your claim. There may be reasons why the answers you give now are different from the ones you gave previously, you may want to explain this.

Do you intend to claim an uplift? \*

Yes     No

Continue

Save and Exit

If you wish to claim for an uplift, select 'Yes' to 'Do you intend to claim an uplift?'. This will bring up a few additional questions. The first one is 'Does the medical report support the claim for an uplift'. The medical provider should have provided an opinion on whether an uplift is justified on your claim. Carefully read through your medical report to understand if the medical expert supports the claim for

an uplift. Even if the medical report does not support this, you can still claim for an uplift. However, you should be aware that the compensator may not make an offer for an uplift if it is not supported by the medical report. You will also be asked if you are claiming an uplift for exceptionally severe injuries or exceptional circumstances. Please look at the next page of this guide for further information on these options. Lastly you will need to indicate the percentage of an uplift that you wish to claim. This is capped at 20% of the tariff amount (your whiplash offer). You will be unable to add a figure higher than 20 in this box.

Do you intend to claim an uplift? \*

Yes  No

Does the medical report support the claim for an uplift? \*

Yes  No

Was the whiplash injury that you suffered exceptionally severe? \*

Yes  No

Your circumstances need to be exceptional to have any impact on your claim for pain suffering and loss of amenity caused by your whiplash injury. Do you say your circumstances were exceptional? \*

Yes  No

I claim an uplift of the following percentage

%

If there is any additional information you want to use to support your claim for an uplift, you should upload it in the My Documents section.

You will need to indicate if you are claiming for an exceptionally severe injury, exceptional circumstances, or both. If you answer 'Yes' to either option a text box will appear where you will need to explain why you believe you deserve an uplift.

Was the whiplash injury that you suffered exceptionally severe? \*

Yes  No

Tell us why your whiplash injury is exceptionally severe: \*

Remaining: 500 characters

Your circumstances need to be exceptional to have any impact on your claim for pain suffering and loss of amenity caused by your whiplash injury. Do you say your circumstances were exceptional? \*

Yes  No

Tell us why your circumstances are exceptional: \*

Remaining: 500 characters

If you do not intend to claim an uplift, select 'No' to the first question, and select 'Continue'.

**OFFICIAL INJURY CLAIM**

---

## Exceptional circumstances

[← Back](#)

*Note that all fields marked with \* are mandatory.*

If your whiplash injury is exceptionally severe, or there were exceptional circumstances that increased the pain, suffering and loss of amenity caused by your whiplash injury, you can claim an uplift over and above the tariff amount for your whiplash injury.

There is only one uplift applied whether your claim is that the injury was exceptionally severe, or the circumstances were exceptional, or both. The uplift is capped at 20% of the tariff amount.

You need to answer the questions below even if you gave this information when submitting your claim. There may be reasons why the answers you give now are different from the ones you gave previously, you may want to explain this.

Do you intend to claim an uplift? \*

Yes  No

[Continue](#) [Save and Exit](#)

You will then need to check the answers you have provided around the medical documents you wish to share and your exceptional circumstances. If you wish to make any changes, select 'Change'. If you are satisfied with the selections you have made, select 'Confirm'.

**OFFICIAL INJURY CLAIM**

---

## Check your answers

[← Back](#)

Check your answers below, when you are satisfied with your answers select Confirm.

If you want to change anything select Change.

- › **Medical documents to share** [Change](#)

---

- › **Exceptional circumstances** [Change](#)

---

[Confirm](#) [Save and Exit](#)

When proceeding to offer, it is your last chance to update the losses that you are claiming for. Losses will be anything that you have lost as a result of the accident, such as loss of earnings, prescription

costs or travel costs. It is important that all your losses are added at this stage so that the compensator is able to make you an offer for everything you need. The total amount of losses you have already added to your claim will be displayed on this screen. If you wish to add any additional losses, at this point you will need to select 'Save and Exit' and head to the 'Losses/Fees' section on the claim overview page where you will be able to add or amend your losses. Once you are happy that all the losses you wish to claim have been added, select 'Continue'.

**OFFICIAL  
INJURY  
CLAIM**

---

## Check your losses

[◀ Back](#)

This is your last chance to add or update any losses that have been incurred before the claim is sent to the compensator to get an offer. This includes losses that were or are ongoing.

Select Save and Exit to navigate to the claim overview screen to add further losses or Continue if you are satisfied everything has already been included.

### Total (excluding injuries)

Total	£0.00
-------	-------

**Important information you should be aware of**

i If you believe your claim for damages for injury is worth more than £5,000, or your overall claim (including damages for injury) is worth more than £10,000, you should not continue your claim through this portal. You will need to notify the compensator of this but you may want to seek advice first.

Continue
Save and Exit

You will also need to check the final amount of fees that you wish to claim. Fees are similar to losses but will be for things you have had to pay out for in order to make your claim, such as fees for obtaining a medical or police report. On this screen, the total amount of fees you have added to your

claim so far will be displayed to you. If you wish to add any additional fees, at this point you will need to select 'Save and Exit' and head to the 'Losses/Fees' section on the claim overview page where you will be able to add or amend your fees. Once you are happy that all the fees you wish to claim have been added, select 'Continue'.

OFFICIAL  
INJURY  
CLAIM

---

## Check your fees

[← Back](#)

You have captured the following fees. These will form the basis for the offer that the compensator will create against your claim.

This is your last chance to add or update any fees that have been incurred before the claim is sent to the compensator to get an offer. This includes losses that were or are ongoing.

Select [Save and Exit](#) to navigate to the claim overview screen to add further fees or [Continue](#) if you are satisfied everything has already been included.

**Total Fees**

---

Total	£0.00
-------	-------

---

[Continue](#) [Save and Exit](#)

Finally, you will need to sign a statement or truth. This is to confirm that all the facts stated in your list of losses are true. Simply type in your name and select 'Accept and Send'.

## Verify the facts of your List of Losses

[← Back](#)

*Note that all fields marked with \* are mandatory.*

### Statement of Truth

I believe that the facts stated in this List of Losses are true. I understand that proceedings for contempt of court may be brought against me if I make, or cause to be made, a false statement in a document verified by a Statement of Truth without an honest belief in its truth.

### Name of the signatory

First name \*

Middle name

Last name \*

Accept and Send

Save and Exit

The claim will now go to the compensator, who will review your medical report and list of losses and fees to make you an offer. The compensator will have 20 working days to make this offer to you.

## What you need to do

You've sent your medical report to the compensator. They'll contact you regarding the offer. You do not need to do anything else at this stage.