

From NALC Injury Compensation Manual, Chapter 4 - Claims

An appropriate narrative for your physician should include specific information such as:

Upon reporting for work, retrieve mail from designated location and place on mail case ledge, cutting strings, straps, bands, etc... as appropriate for returning equipment to its proper location. While standing the entire time, pick up fold/crease newspaper sized articles into one or two inch separations on a mail case twisting to reach as necessary. The mail case has approximately four hundred separations in a "U" shaped configuration. The bottom shelf is approximately three feet from the floor and extends upward to approximately six feet, with six shelves. This movement /action is repeated until all flats (newspaper-type items) are inserted into the mail case. On my route I repeat this motion approximately [insert the number of flats that you fold on your route, and the number of hours normally spent casing].

Pick up handful of letters and hold in one hand with the other taking individual letter pieces to insert into the one or two inch separations of the mail case. This action is repeated [insert the number of letter sized items on your route and the number of hours you spend casing]. Any other items, which can be cased into the mail case of odd size or shape, are sorted.

Parcel post hamper is then retrieved from its designated location and brought to the mail case where parcels are arranged in delivery sequence. Once all mail is inserted into the mail case, it is extracted from the case by pulling down the individual customer's mail from one or two inch separations. This mail is held, tied, bundled, banded, or compressed by

straps or containers until all mail that has previously been inserted into the mail case has been placed into delivery sequence.

The mail (now in bundles, trays, etc.) is now taken to the vehicle and loaded using a heavily laden cart. The carrier drives to the first delivery point or park and loop location [describe the type of route you have; i.e. mounted, park and loop, business, or VIM. Include information such as number of miles and/or hours walking, carrying a satchel weighing up to 35 pounds, etc.] You will now need to describe the delivery process for your particular type of route. As an example, the carrier arrives at the first delivery point and pulls up the mailbox, or begins the park and loop process. The mail for that delivery is gathered and combined into one bundle to be inserted into the mailbox. Any outgoing mail is also collected and placed in the vehicle, push cart, or satchel. At that point, the carrier drives and/or walks to the next delivery point. This is a typical action that is repeated [insert number of deliveries/boxes on your route].

Upon return to the office, the mail collected from patrons on the route and other items that need to be brought to the post office are again loaded onto a conveyance and transported to the designated work location.

The above sample will be useful for most occupational repetitive motion injury claims. Some conditions will need a more detailed description of other types of events. The sample is not meant for each and every situation, but it is being provided as a template for you to use.