

WORKER'S COMPENSATION FIRST REPORT OF EMPLOYEE INJURY, ILLNESS



EMPLOYEE INFORMATION							
Social Security number	Date of birth	Sex ☐ Male ☐ Female ☐ Unknown		Occupation / Job title		NCCI class code	
Name (last, first, middle)		Marital status ☐ Unmarried ☐ Married ☐ Separated ☐ Unknown		Date hired	State of hire	Employee status	
Address (number and street, city, state, ZIP code)				Hrs / Day	Days / Wk	Avg Wg / Wk	☐ Paid Day of Injury ☐ Salary Continued
Telephone number (include area code)		Number of dependents		Wage Per \$ ☐ Hour ☐ Day ☐ Week ☐ Month ☐ Year ☐ Other			

EMPLOYER INFORMATION			
Name of employer	Employer ID#	SIC code	Insured report number
Address of employer (number and street, city, state, ZIP code)	Location number	Employer's location address (if different)	
	Telephone number		
	Carrier / Administrator claim number		Report purpose code
Actual location of accident / exposure (if not on employer's premises)			

CARRIER / CLAIMS ADMINISTRATOR INFORMATION			
Name of claims administrator	Carrier federal ID number	Check if appropriate ☐ Self Insurance	
Address of claims administrator (number and street, city, state, ZIP code)	☐ Insurance Carrier ☐ Third Party Admin.	Policy / Self-insured number	
Telephone number		Policy period From To	
Name of agent	Code number		

OCCURRENCE / TREATMENT INFORMATION							
Date of Inj./ Exp.	Time of occurrence ☐ AM ☐ PM	Date employer notified	Type of injury / exposure			Type code	
Last work date	Time workday began	Date disability began	Part of body			Part code	
RTW date	Date of death	Injury / Exposure occurred on employer's premises? ☐ Yes ☐ No	Name of contact			Telephone number	
Department or location where accident / exposure occurred			All equipment, materials, or chemicals involved in accident				
Specific activity engaged in during accident / exposure			Work process employee engaged in during accident / exposure				
How injury / exposure occurred. Describe the sequence of events and include any relevant objects or substances.							
						Cause of injury code	
Name of physician / health care provider						INITIAL TREATMENT ☐ No Medical Treatment ☐ Minor: By Employer ☐ Minor: Clinic / Hospital ☐ Emergency Care ☐ Hospitalized > 24 Hours ☐ Future Major Medical / Lost Time Anticipated	
Name of witness		Telephone number		Date administrator notified			
Date prepared	Name of preparer	Title	Telephone number				