WORKERS COMPENSATION TELEPHONE REPORTING WORKSHEET

THINGS TO REMEMBER WHEN COMPLETING THE INFORMATION BELOW:
Call the Telephone Reporting Center to quickly and easily report all Workers Compensation injuries. We will be asking you the following questions, so please have the information handy. We will produce and submit the necessary state forms.

DO NOT DELAY IN CALLING IF YOU DO NOT HAVE ANSWERS TO ALL THE QUESTIONS.

ACCOUNT / ACCIDENT INFORMATION

CALLER'S PHONE NUMBER / EXTENSION	CALLER'S TITLE	CALLER'S NAME	CALLER'S EMAIL ADDRESS	EMPLOYMENT STATE
( )				

SUBSIDIARY NAME	SUBSIDIARY'S ADDRESS (STREET, CITY, STATE & ZIP)	SUBSIDIARY'S MAILING ADDRESS (STREET, CITY, STATE & ZIP) ☐ SAME

DID THE ACCIDENT OCCUR AT THE LOCATION ADDRESS?
☐ YES ☐ NO IF NO, ADDRESS WHERE ACCIDENT OCCURRED

PARENT COMPANY / INSURED'S NAME

LOCATION CODE	POLICY SYMBOL AND NUMBER	NATURE OF BUSINESS

DATE OF INJURY	TIME OF INJURY

ACCIDENT DESCRIPTION

EMPLOYEE INFORMATION

INJURED EMPLOYEE'S SOCIAL SECURITY NUMBER:	EMPLOYEE'S NAME (FIRST, MI, LAST)	GENDER ☐ MALE ☐ FEMALE

DATE OF BIRTH	EMPLOYEE'S MAILING ADDRESS	DOES THE EMPLOYEE SPEAK ENGLISH? ☐ (Yes) ☐ (No)

EMPLOYEE'S HOME PHONE NUMBER ( ) EMPLOYEE'S CELL PHONE NUMBER ( )	EMPLOYEE'S HOME ADDRESS (IF DIFFERENT FROM MAILING)	EMPLOYEE'S EMAIL ADDRESS

EMPLOYEE JOB INFORMATION

EMPLOYMENT STATUS CODE ☐ FULL-TIME ☐ PART-TIME ☐ OTHER_____	REGULAR ASSIGNED DEPARTMENT	REGULAR OCCUPATION

DEPARTMENT WHEN INJURED	OCCUPATION WHEN INJURED

EMPLOYEE'S WORK SCHEDULE
REGULAR WORK HOURS: HOURS/DAY _____ DAYS/WEEK _____

EMPLOYEE'S WAGE INFORMATION: $ _____ / HOUR OR $ _____ / ANNUAL OR $ _____ / WEEKLY	DOES THE EMPLOYEE WORK A VARIED SCHEDULE ☐ (Yes) ☐ (No)

DATE OF HIRE:
IF DATE OF HIRE IS UNKNOWN, WHAT IS LENGTH OF EMPLOYMENT? YEARS _____ MONTHS_____

SUPERVISOR'S NAME:	SUPERVISOR'S PHONE NUMBER: ( ) SUPERVISOR'S EMAIL ADDRESS:	BEST HOURS TO CONTACT

ACCIDENT INFORMATION

DATE CLAIM REPORTED TO EMPLOYER:	WAS INJURY FATAL? ☐ YES ☐ NO IF YES, DATE OF DEATH (MM/DD/YYYY) ___/___/_____	DID EMPLOYEE LOSE ANY TIME FROM WORK? ☐ YES ☐ NO

DID EMPLOYEE GET PAID FOR DAY OF INJURY ☐ YES ☐ NO	DATE EMPLOYEE LAST WORKED:	IS EMPLOYEE BACK AT WORK? ☐ YES ☐ NO	IF YES, DATE EMPLOYEE RETURNED TO WORK?

IS EMPLOYEE WORKING HIS REGULAR NUMBER OF HOURS ☐ YES ☐ NO	IS EMPLOYEE ON LIGHT/ MODIFIED DUTY? ☐ YES ☐ NO

CAUSE OF ACCIDENT (E.G., SLIP/FALL, LIFTING, CHEMICAL)

ARE YOU AWARE OF ANY ISSUES THAT WOULD MAKE YOU QUESTION THIS INJURY? ☐ YES ☐ NO	IF YES, ARE YOU QUESTIONING WHETHER THIS INJURY IS WORK-RELATED? ☐ YES ☐ NO

WITNESS INFORMATION/OTHERS INVOLVED
NAME (FIRST, MI, LAST) ADDRESS PHONE NUMBER

CONTINUED ON REVERSE SIDE

INJURY INFORMATION

PART OF BODY INJURED (E.G., HEAD, NECK, ARM, LEG)

NATURE OF INJURY (E.G., FRACTURE, SPRAIN, LACERATION

PRIOR INJURY OR PRE-EXISTING CONDITION(S) (IF YES, DESCRIBE)

☐ YES ☐ NO

TREATMENT ("X" ALL THAT APPLY)

☐ FIRST AID	DATE OF 1ST TREATMENT: _____ TREATMENT: _____
☐ HOSPITAL/ CLINIC	FACILITY NAME: _____ ADDRESS: _____ PHONE NUMBER: _____ PHYSICIAN NAME: _____ TREATMENT: _____ DATE OF 1ST TREATMENT: _____ LENGTH OF STAY: _____ AMBULANCE USED? ☐ YES ☐ NO WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM? ☐ YES ☐ NO WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS AN IN-PATIENT`? ☐ YES ☐ NO
☐ PHYSICIAN	NAME: _____ ADDRESS: _____ PHONE NUMBER: _____ TREATMENT DESCRIPTION: _____

WHO IS THE PRIMARY CONTACT FOR THIS CLAIM?

NAME and TITLE:

PHONE NUMBER: ( )	EMAIL:

SEE WORKERS' COMPENSATION - FIRST REPORT OF INJURY – STATE-SPECIFIC QUESTIONS FOR YOUR INDIVIDUAL STATE.

CUSTOMER SPECIFIC INFORMATION

ADDITIONAL COMMENTS & INFORMATION