INSTRUCTIONS TO EMPLOYEES RECEIVING WORKER'S COMPENSATION

In order to begin your Worker's Compensation benefits as soon as possible and keep them coming without interruption, there are a few guidelines, which need to be followed. It is your responsibility to keep us advised of your case so there is no lapse in your benefits.

1. While you are receiving Worker's Compensation benefits, you are required to keep all doctor appointments and follow doctor's instructions. Failure to do so will result in termination of your benefits. Expenses for unauthorized medical care will not be covered. **REMEMBER: THE AUTHORIZED TREATMENT CENTER IS MED ONE SOUTH.**

2. JWF Specialty Company and/or the City of Anderson must be able to contact you by telephone. If you do not have a phone, it is your responsibility to provide us with a means by which to contact you within 24 hours.

3. You are required to report to the insurance office every week while you are off work: in person when able or by phone if unable to come to the office.

4. All forms must be completed and signed as necessary. This will include authorizations to release medical information to the City of Anderson and Gallagher Bassett Service, and any compensation agreements.

5. All doctor's releases/restrictions must be turned in to your department with a copy also being sent to the Insurance department.

*Being absent without a Worker's Compensation doctor slip removing the employee from work will result in utilization of personal sick time and possible disciplinary action.

I, the undersigned, have read and understand the above on this _____day of __________, 200___.

Signature___________________________________

This instrument prepared by:

____

Renee Castor
Risk Manager Assistant

INSTRUCTIONS

General Instructions:

1. Please enter information into all of the areas of the First Report form, except the boxes at the top right corner of the form which is for office use only.
2. Enter all dates in MM/DD/YY format.
3. Please return completed form electronically by an approved EDI process.
4. For answers to questions, please call (317) 232-3808.

Definitions:

AGENT NAME AND CODE NUMBER: Enter the name of your insurance agent and his / her code number if known. This information can be found on your insurance policy.

ALL EQUIPMENT, MATERIALS OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR EXPOSURE OCCURRED: List anything the employee was using, applying, handling or operating when the injury or exposure occurred. If the injury involves a fall, indicate any surfaces and / or objects the claimant fell on and where they fell from. Enter "NA" if no equipment, materials or chemicals were being *e.g. Acetylene cutting torch, metal plate, etc.*).

AVG WG/WK: Claimant's average weekly wage, calculated by totaling the latest 52 weeks of wages (*including overtime, tips, etc.*) and dividing by 52.

CLAIMS ADMINISTRATOR: Enter the name of the carrier, third-party administrator, state fund, or self-insured responsible for administering

CONTACT NAME / TELEPHONE NUMBER: Enter the name of the individual at the employer's premises to be contacted for additional information (*i.e. Supervisor, HR Person, Nurse, etc.*)

DATE DISABILITY BEGAN: The first day on which the claimant originally lost time from work due to the occupational injury or disease or as otherwised deigned by statute.

DEPARTMENT OR LOCATION WHERE ACCIDENT OR EXPOSURE OCCURRED: If the accident or exposure did not occur on the employer's premises, enter address or location. Be specific (*e.g. Maintenance, Client's Office, Cafeteria, etc.*).

EMPLOYEE STATUS: Indicate the employee's work status from the following choices: Full-time, Part-time, Apprentice Full-time, Apprentice Part-time, Volunteer, Seasonal Worker, Piece Worker, On-Strike, Disabled, Retired, Not Employed or Unknown (you may also abbreviate *FT, PT, AFT, APT, VO, SW, PW, OS, DI, RE, NE, or UK*).

HOW INJURY / ILLNESS OCCURRED: Describe the sequence of events leading to the injury or exposure (*e.g. Worker stepped back to inspect work and slipped on some scrap metal. As worker fell, he brushed against the hot metal; Worker stepped to the edge of the scaffolding, lost balance and fell six feet to the concrete floor. The worker's right wrist was broken in the fall*).

NCCI CLASS CODE: A four-digit code classifying the occupation of the claimant.

OCCUPATION / JOB TITLE: Enter the primary occupation of the claimant at the time of the accident or exposure.

PART OF BODY AFFECTED: Indicate the part of body affected by the injury / illness (*e.g. Right forearm, Low Back, etc.*)

REPORT PURPOSE CODE: 00 = Original First Report of Injury; 02 = Updated or Amended First Report.

RTW DATE (*Return to Work Date)*: Enter the date following the most recent disability period on which the employee returned to work.

SIC CODE: This is the code which represents the nature of the employer's business which is contained in the Standard Industrial Classification Manual published by the Federal Office of Management and Budget.

SPECIFIC ACTIVITY EMPLOYEE ENGAGED IN DURING ACCIDENT / EXPOSURE: Describe the specific activity the employee was engaged in during the accident or exposure (*e.g. Cutting metal plate for flooring, sanding ceiling woodwork in preparation for painting*).

TYPE OF INJURY / ILLNESS: Briefly describe the nature of the injury or illness (*e.g. Contusion, Laceration, Fracture, etc.*)

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN DURING ACCIDENT / EXPOSURE: Enter "NA" if employee was not engaged in a work process, such as if walking down the hallway (*e.g. Building maintenance*).

INDIANA WORKER'S COMPENSATION
FIRST REPORT OF EMPLOYEE INJURY, ILLNESS

State Form 34401 (R9 / 3-01)

FOR WORKER'S COMPENSATION BOARD USE ONLY		
Jurisdiction	Jurisdiction claim number	Process date

Please return completed form electronically by an approved EDI process.

PLEASE TYPE or PRINT IN INK

NOTE: Your Social Security number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

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	

An employer's failure to report an occupational injury or illness may result in a $50 fine (IC 22-3-4-13).

Policy Number 2019/01

Effective Date 01/08/19

CITY OF ANDERSON INCIDENT/ACCIDENT REPORT FORM

DEPARTMENT:____

NAME OF PERSON OR PERSONS INJURED:

LAST
NAME:____

FIRST
NAME:____

DATE AND TIME OF THE
INCIDENT____

EXACT LOCATION OF
INCIDENT____

WHAT WAS INJURY OR
INCIDENT?____

WAS MEDICAL TREATMENT
NECESSARY?____
WAS ANYONE ELSE INVOLVED IN
INCIDENT?____

DID INCIDENT RESULT IN PROPERTY DAMAGE? LOCATION OF PROPERTY
DAMAGE?____

WITNESSES AND CONTACT
NUMBERS____

TO WHOM AND WHEN WAS INCIDENT REPORTED?______________________________

____

SIGNATURE OF EMPLOYEE FILLING OUT REPORT AND DATE