

UMD Guidelines for Completing the First Report of Injury Form for Work-Related Injuries

General recommendations regarding the completion of the form.

- Complete form for all work-related injuries/illnesses.
- **Do not wait to complete this form until you receive the Employee Incident Report. Please send updated information to cracklif@d.umn.edu.**
- Do not wait to complete this form until you learn the name and contact information of the medical provider. Please send updated information to cracklif@d.umn.edu.
- **Complete the form as best you can with the information available to you.**
- Typewritten is preferred. If handwritten or hand printed, please do so legibly.
- **Format for date fields: 00/00/0000**
- **Format for phone number field: 000-000-000**
- **Upon completion, forward the form to Cathy Rackliffe by hand delivery (255 DAdB) or FAX (726-8827).**

Specific recommendations regarding some of the boxes in the form.

- Box 2: Leave blank.
- **Box 6: Include employee's full middle name if specified in PeopleSoft/UMreports.**
- Box 12: Include the job code in handwriting.
- **Box 13: Include the entity number for your department or unit in handwriting.**
- Box 14: Insert the date that the employee initially started work at the University of Minnesota, which information can be obtained from UMreports.
- **Box 15: Include actual weekly wage or write in the word "Varies" if any of the following vary: Rate per hour, Hours per day, Days per week.**
- Box 16: Include actual rate per hour. If the rate per hour varies, indicate so in handwriting.
- **Box 17: Include actual hours worked per day. If the hours worked per day vary, indicate so in handwriting.**
- Box 18: Include actual days worked per week. If the days per week vary, indicate so in handwriting.
- **Box 20: Write "Unknown" in the boxes for Meals, Lodging and 2nd Income.**
- Box 21: Always check "no" as no apprentice positions exist at UMD at this time.
- **Box 22: Follow the instructions on the form for completing this box. You might say "Employee reports . . ." This is where you will describe the employee's account of how the injury occurred and the injury sustained, if known.**
- Box 27: *Employer paid for lost time on the day of injury.* The following examples may be useful:
 1. Yes (if an employee sought medical attention on the day of injury).
 2. No (if an employee went home to rest/feel better on the day of injury, but did not seek medical attention).
 3. If no lost time was incurred on the day of injury (DOI), check the box "*No lost time on DOI.*"
- **Box 30: If injured employee is incurring lost time, but has not yet returned to work, leave this box blank.**
- Boxes 32 or 33: Leave blank if information not yet available or employee did not seek medical attention.
- **Boxes 36 through 54 are either already filled in or should be left blank, except the following boxes, which you will need to fill in: Box 43 and Box 45.**
- Box 43: Only one witness name and telephone number will fit in this box. If there is more than one witness, please attach an addendum to the form.

First Report of Injury should be routed to: Cathy Rackliffe 269 Darland Administration Building FAX: 726-8827

/clr

10/13/11

First Report of Injury

See Instructions on Reverse Side
 PRINT IN INK or TYPE
 Enter dates in MM/DD/YYYY format.



DO NOT USE THIS SPACE

1. EMPLOYEE SOCIAL SECURITY #		2. OSHA Case #	
3. DATE OF CLAIMED INJURY		4. Time of injury <input type="checkbox"/> am <input type="checkbox"/> pm	5. Time employee began work on date of injury <input type="checkbox"/> am <input type="checkbox"/> pm
6. EMPLOYEE Name (last, first, middle)		7. Gender <input type="checkbox"/> M <input type="checkbox"/> F	8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried
9. Home Address		10. Home phone #	11. Date of birth
City	State	Zip Code	12. Occupation
13. Regular department		14. Date hired	
15. Average weekly wage	16. Rate per hour	17. Hours per day	18. Days per week
19. Employment Status		<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer	
20. Weekly value of:	Meals	Lodging	2 nd Income
21. Apprentice		<input type="checkbox"/> Yes <input type="checkbox"/> No	
22. Tell us how the injury occurred and what the employee was doing before the incident (give details). Examples: "Worker was driving lift truck with a pallet of boxes when the truck tipped, pinning worker's left leg under drive shaft." "Worker developed soreness in left wrist over time from daily computer key entry."			
23. What was the injury or illness (include the part(s) of body)? Examples: chemical burn left hand, broken left leg, carpal tunnel syndrome in left wrist.		24. What tools, equipment, machines, objects, or substances were involved? Examples: chlorine, hand sprayer, pallet lift truck, computer keyboard.	
25. Did injury occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate name and address of place of occurrence		26. Date of first day of any lost time	27. Employer paid for lost time on day of injury (DOI) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No lost time on DOI
28. Date employer notified of injury		29. Date employer notified of lost time	
30. Return to work date		31. Date of death	
32. TREATING PHYSICIAN (name, address, and phone)		33. HOSPITAL/CLINIC (name and address) (if any)	
		34. Emergency Room Visit <input type="checkbox"/> Yes <input type="checkbox"/> No	
		35. Overnight in-patient <input type="checkbox"/> Yes <input type="checkbox"/> No	
36. EMPLOYER Legal name		37. EMPLOYER DBA name (if different)	
38. Mailing address		39. Employer FEIN	40. Unemployment ID#
City	State	Zip Code	41. Employer's contact name and phone #
42. Physical address (if different)		43. Witness (name and phone)	
City	State	Zip Code	44. NAICS code
		45. Date form completed	
46. INSURER name		51. CLAIMS ADMIN COMPANY (CA) name (check one) <input type="checkbox"/> Insurer <input type="checkbox"/> TPA	
47. Insured legal name		52. CA address	
48. Policy # or self-insured certificate #		City	State Zip Code
49. Insurer FEIN	50. Date insurer received notice	53. CA FEIN	54. Claim #

GENERAL INSTRUCTIONS TO THE EMPLOYER

Filing this form is not an admission of liability. You must report a claim to your insurer whenever anyone believes that a work-related injury or illness that requires medical care or lost time from work has occurred. If the claimed injury wholly or partially incapacitates the employee for more than **three** calendar days, the claim must be made on this form and reported to your insurer within **ten** days. Your insurer may require you to file it sooner. Failure to file within the **ten** days may result in penalties. Self-insured employers have 14 days to file this form with the Department of Labor and Industry (Department). It is important to file this form quickly to allow your insurer time to investigate the claim. **Your insurer will forward a copy of this form** to the Department, if necessary.

If the claim involves death or serious injury (including injuries that later result in death), you must notify the Department and your insurer within 48 hours of the occurrence. The claim can be reported initially to the Department by telephone (651-284-5041), fax (651-284-5731), or personal notice. The initial notice must be followed by the filing of this form within **seven** days of the occurrence.

Employers are required to complete this form. Each piece of information is needed to determine liability and entitlement to benefits. Failure to complete the form may result in delayed processing and possible penalties. You must file this form with your insurer, and give a copy to the employee and the employee's local union office. You are required to provide the employee with a copy of the Employee Information Sheet, which is available on the Department's web site at www.doli.state.mn.us. Employees are not responsible for completing this form.

SEND REPORT TO INSURER IMMEDIATELY – DO NOT WAIT FOR DOCTOR'S REPORT

SPECIFIC INSTRUCTIONS FOR COMPLETING THIS FORM

- Item 2: OSHA Case #. Fill in the case number from the OSHA 300 log. This form contains all items required by the OSHA form 301.
- Items 15-20: Fill in all the wage information. If the employee does not work a regularly scheduled work week, attach a 26 week wage statement so your insurer can calculate the appropriate average weekly wage.
- Items 22-24: Be as specific as possible in describing: the events causing the injury; the nature of the injury (cut, sprain, burn, etc.), and the part(s) of body injured (back, arm, etc.); and the tools, equipment, machines, objects or substances involved.
- Item 26: Fill in the first day the employee lost any time from work (including time lost for medical treatment), even if you paid the employee for the lost time.
- Item 27: Check the appropriate box to indicate if there was lost time on the date of injury and whether you paid for that lost time.
- Item 28: Fill in the date you first became aware of the injury or illness.
- Item 29: Fill in the date you became aware that the lost time indicated in Item 26 was related to the claimed injury.
- Item 30: Leave the box blank if the employee has not returned to work by the time you file this form. If the employee has returned to work, fill in the date and notify your insurer if the employee misses time due to this injury after that date.
- Item 39: Fill in your Federal Employment ID number (FEIN). For information on this number, see www.firstgov.gov and click on Employer ID Number under Business.
- Items 40 and 44: Fill in your Unemployment ID number and North American Industry Classification System (NAICS) code which are both assigned by the Minnesota Unemployment Insurance Program (651-296-6141).
- Items 46-54: Your insurer or claims administrator will complete this information.

INSTRUCTIONS TO THE INSURER/CLAIMS ADMINISTRATOR/SELF-INSURED EMPLOYER

The following data elements must be completed on this form prior to filing with the Department of Labor and Industry: employee's name and social security number; date of injury; and the names of the employer and insurer. If any of this information is missing, the First Report will be rejected and returned to you (per Minn. Stat. § 176.275). Providing the name of the third party administrator does not meet the statutory requirement to provide the name of the insurer. NOTE: If the claim does not involve lost time beyond the waiting period or potential PPD, the form does **NOT** need to be filed with the Department.

- Item 46: Fill in the name of the insurance company. If the employer is self-insured, indicate the name of the licensed or public self-insured company or group.
- Items 47-48: Fill in the legal name of the employer who purchased the policy from the insurer (named in Item 46) and the policy number. If the employer is licensed to self-insure, fill in the certificate number.
- Item 49: Fill in the insurer's Federal Employment ID number (FEIN) number.
- Item 51: Fill in the name and address of the company administering the claim (either the insurer or third party administrator). Be sure to mark either the "Insurer" or "TPA" box.
- Item 53-54: Fill in the claims administrator's FEIN and claim number.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call (651) 284-5030 or 1-800-342-5354 (DIAL-DLI)/Voice or TDD (651) 297-4198.

ANY PERSON WHO, WITH INTENT TO DEFRAUD, RECEIVES WORKERS' COMPENSATION BENEFITS TO WHICH THE PERSON IS NOT ENTITLED BY KNOWINGLY MISREPRESENTING, MISSTATING, OR FAILING TO DISCLOSE ANY MATERIAL FACT IS GUILTY OF THEFT AND SHALL BE SENTENCED PURSUANT TO SECTION 609.52, SUBDIVISION 3.