Iowa Workers' Compensation – FIRST REPORT OF INJURY OR ILLNESS Jurisdiction Code_____ Jurisdiction Claim Number_____

CLAIM ADMIN

Claim Administrator Name:

Claim Representative Business Phone Number:

Insurer Name (if different than claim administrator):

Mailing Address, City, State, & Postal Code:

Claim Administrator Claim Number:

Insurer FEIN:

Claim Administrator FEIN:

Claim Type Code:

EMPLOYER

Employer Name:

Employer FEIN:

Insured Report Number:

Employer Type Code:
☐ Employer (E)
☐ Lessor (L)

Physical Address, City, State, & Postal Code:

Mailing Address, City, State, & Postal Code:

Industry Code:

Insured Location Number:

Employer UI Number:

Nature of Business:

Employer Contact Name and Business Phone Number:

POLICY

Insured Name (parent company if different than employer):

Insured FEIN:

Insured Postal Code:

Policy/Contract Number:

Coverage Effective Date:

Coverage Expiration Date:

Self Insurance License/ Certificate Number:

EMPLOYEE

Employee Name (First, Middle, Last, & Suffix):

Date of Birth:

Gender:
☐ Male (M)
☐ Female (F)

Tax Filing Status (check one):
☐ Single (A)
☐ Single/Head of Household (B)
☐ Married/Filing Joint (C)
☐ Married/Filing Separate(D)

Mailing Address, City, State, & Postal Code:

Date of Hire:

Educational Level (grade completed): _____ [GED = 12]

Marital Status: (check one)
☐ Unmarried (U)
☐ Married (M)
☐ Separated (S)

Phone Number (include area code):

Employment Status (check one):
☐ Piece Worker
☐ Volunteer
☐ Seasonal
☐ Apprenticeship/Full-Time
☐ Apprenticeship/Part-Time
☐ Regular Employee/Full-Time
☐ Part-Time
☐ Other

Employee ID Number (check one):
ID # _____
☐ Social Security Number
☐ Employment VISA Number
☐ Passport Number
☐ Green Card
☐ Employee ID Assigned by Jurisdiction

Occupation Description:

Manual Classification Code:

Department Where Regularly Worked:

Employee's Authorization to Release the Following:
Medical Records ☐ yes ☐ no
Social Security Number ☐ yes ☐ no

WAGE

Average Wage $ _____ (check one):
☐ hourly ☐ daily ☐ semi-monthly ☐ monthly
☐ bi-weekly ☐ annual ☐ weekly

Salary Continued In Lieu of Compensation: ☐ yes ☐ no

Employee Number of Dependents: _____

Full Wages Paid for Date of Injury: ☐ yes ☐ no

Employee Number of Exemptions: _____ (check one)
☐ Entitled
☐ Withholding

Number of Days Regularly Worked Per Week: _____

Discontinued Fringe Benefits: $_____

ACCIDENT/INJURY

_____ Date of Injury
_____ Date Employer Had Knowledge of the Injury
_____ Date Claim Administrator Had Knowledge of the Injury
_____ Initial Date Last Day Worked
_____ Initial Return to Work Date (if applicable)
_____ Employee Date of Death (if applicable)

_____ Time of Injury
_____ Time Employee Began Work

Pre-Existing Disability Code:
☐ Yes
☐ No
☐ Unknown

Accident Premises Code:
☐ Employer (E)
☐ Lessee (L)
☐ Other (X)

Accident Site Organization Name:

Accident Site Street, City, State, & Postal Code:

Accident Location Narrative (if no street address):

Accident Site County/Parish:

Describe the nature of the injury. (ex. amputation, burn, cut, fracture):

Part(s) of body directly affected by the injury or illness. (ex. hand, arm, circulatory system):

Describe the events that caused the injury. (ex. fell, operating machinery, chemical exposure):

Name the object or substance that directly injured the employee. (ex. knife, floor, acid, oil):

Specify activity the employee was engaged in when the event occurred. (ex. cutting metal plate for flooring) Indicate if activity was part of normal duties:

Witness Name & Business Phone Number:

MEDICAL

Initial Treatment Code (check one):
☐ no medical treatment (0)
☐ minor/on-site treatment (1)
☐ clinic/hospital visit (2)
☐ emergency care (3)
☐ hospitalization > 24 hours (4)
☐ future medical treatment/lost time anticipated (5)

Initial Medical Provider Name:

Initial Medical Provider Physical Address, City, State, & Postal Code:

Managed Care Organization Name or ID Number:

ICD Primary Diagnostic Code (if known):

Preparer's Name & Title:

Preparer's Company Name:

Phone Number:

Date:

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First Report of Injury or Illness Requirement

A First Report of Injury or Illness (First Report) must be filed by an employer or the employer's insurance carrier in case of occupational
- fatality,
- permanent disability; or,
- temporary disability lasing more than three days.

A First Report must be electronically filed within four days of the incident. An employer or insurance carrier must file a First Report if the employee says the disability is caused by work even if the employer disagrees.

For more information on these and other requirements, please call 515-281-5387 or visit http://www.iowaworkforce.org/wc/.

The Iowa Workers' Compensation Act RECORDS AND REPORTS

Every employer shall keep a record of all injuries sustained by employees in the course of their employment resulting in incapacity for longer than one day. An employer with notice or knowledge of an injury which temporarily disables an employee for more than three days or results in permanent total disability, permanent partial disability or death is required to electronically file a report with the Workers' Compensation Commissioner within four days from such event when such injury is alleged by the employee to have been sustained in the course of employment.

All books, records, and payrolls of an employer are required to be open for inspection by the Workers' Compensation Commissioner for purposes of administration of the Iowa Workers' Compensation Act.

The Workers' Compensation Commissioner may require an employer to appear and show why the employer should not be subject to a civil penalty of $1,000.00 per occurrence for failure to comply with the reporting or inspection requirements. Upon hearing, if the facts indicate, the commissioner may enter an order requiring payment of such penalty. Unless voluntarily paid, the commissioner may petition the district court for entry of judgment on the order. The employer's insurance carrier shall be responsible in the same manner and to the same extent as the employer when a report of injury has been submitted to the employer's insurance carrier and not filed by them with the Workers' Compensation Commissioner.

The employer is required to furnish to an employee, on request, one statement of earnings, wages, or salary for the year preceding the injury. An employer may be subject to a civil penalty of $1000.00 per offense for refusal to furnish such wage statement.

Additional Iowa OSHA Reporting Requirements

Additional reporting and recordkeeping requirements may apply to the incident described on the First Report. An employer must:

- Report a workplace fatality to Iowa OSHA within 8 hours. You may report by calling 877-242-6742 or visit www.iowaosha.gov for a form and instructions.
- Report a hospitalization, the loss of any eye, or an amputation to Iowa OSHA within 24 hours. You may report by calling 877-242-6742 or visit www.iowaosha.gov for a form and instructions.
- Complete an OSHA Form 301 or equivalent for recordable, work-related incidents within seven days and retain the completed form on site. The First Report is equivalent to the OSHA Form 301 if the case number from the OSHA 300 log is added. Visit www.osha.gov/recordkeeping for more information.
- Make an entry in your Log of Work-Related Injuries and Illnesses, OSHA Form 300, for recordable cases within seven days and retain the completed form on site. Some industries are exempt from this requirement. Visit www.osha.gov/recordkeeping for more information.

For more information on these and other OSHA requirements, please visit www.Iowaosha.gov or call 515-242-5870.

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