



301 E. Fourth Street, 22N  
 Cincinnati, OH 45202-4201  
 Toll-Free (800) 291-1971  
 Fax (877) 335-8910 or (513) 412-8400

Policy Number \_\_\_\_\_ Date \_\_\_\_\_

**Employer Information**

Employer Name _____		
Federal Tax ID Number _____	Location Number _____	
Address _____		
City _____	State _____	Zip _____
Phone Number _____	Fax Number _____	
Preparer's Name _____	Preparer's Title _____	
Phone Number _____		
Physical Location (If Different) _____		
Address _____		
City _____	State _____	Zip _____

**Employee Information**

Employee's Name _____			
Address _____			
City _____	State _____	Zip _____	
Employee ID Number _____	SSN _____	Paid by <input type="checkbox"/> W2 <input type="checkbox"/> 1099	
Date of Birth _____	Phone Number _____		
Marital Status _____	Department _____		
Date of Hire _____	State _____		
Wage Rate _____	Per _____	Average Hours per Day _____	Days per Week _____
Paid in Full for Date of Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did Salary Continue <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Incident Information**

	Yes	No
Address where Incident Occurred _____		
Address _____		
City _____	State _____	Zip _____
Filing State _____		
On Employer's Premises?	<input type="checkbox"/>	<input type="checkbox"/>
Did Employees Lose Days of Work?	<input type="checkbox"/>	<input type="checkbox"/>
Injury Date _____		
Time Work Began on Date of Injury <input type="checkbox"/> AM <input type="checkbox"/> PM	Last Day Worked _____	Returned _____
Date Employer was Notified _____		Name of Person Notified _____
Fatality?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Date of Death _____		
Were there any types of safeguards being used?	<input type="checkbox"/>	<input type="checkbox"/>

**Incident Information *continued***

Type of Injury \_\_\_\_\_ Part of Body \_\_\_\_\_

Describe what happened \_\_\_\_\_

\_\_\_\_\_

**Witnesses**

Witness Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Witness Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Medical Treatment**

**Yes      No**

Did they see a Physician?  Yes  No

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Hospital Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Treatment  ER  First Aid  Hospital  In-House  None  Unknown  Outpatient

Any Reason to Believe this was not work Related?  Unknown  Yes  No

**Additional Comments**

Reported by \_\_\_\_\_

Date-Time Reported \_\_\_\_\_