



**WORKERS' COMPENSATION EMPLOYEE'S NOTICE OF INJURY (COMPLETE ALL ITEMS)**

EMPLOYEE'S NAME: (last)		(first)	
EMPLOYEE'S ADDRESS: (no.)		(street)	
(city)		(state)	
(zip)		TELEPHONE: Home: _____ Work: _____	
SOCIAL SECURITY NO.	DATE OF BIRTH (mo) (day) (year)	SEX: <input type="checkbox"/> Female <input type="checkbox"/> Male	
MARITAL STATUS: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced		NUMBER OF DEPENDENT CHILDREN UNDER 18 AT DATE OF INJURY _____	
DATE OF INJURY OR ILLNESS (mo) (day) (year)	TIME: <input type="checkbox"/> AM <input type="checkbox"/> PM	LAST DAY WORKED:	
NAME OF AGENCY	ADDRESS OF AGENCY	WORK COUNTY	
REPORTED TO SUPERVISOR <input type="checkbox"/> Yes <input type="checkbox"/> No	NAME OF SUPERVISOR	DATE & TIME REPORTED _____ (am) (pm) _____ (mo) (day) (year)	
IF NOT REPORTED ON DATE OF INCIDENT, EXPLAIN:			
HAVE YOU SOUGHT MEDICAL ATTENTION? <input type="checkbox"/> Yes <input type="checkbox"/> No		NAME, ADDRESS AND PHONE NO. OF DOCTOR:	
ANY SICK, VACATION OR PERSONAL DAYS USED FOR THIS INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No		NUMBER AND TYPE	
HAS ANY INSURANCE COMPANY PAID FOR TREATMENT AS A RESULT OF THIS INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No		NAME AND POLICY NO.	
WHAT DUTY WERE YOU PERFORMING AT TIME OF INJURY? (BE SPECIFIC)			
PLACE WHERE INJURY OCCURRED (BE SPECIFIC)			
DETAIL HOW INJURY OCCURRED (USE REVERSE SIDE IF NECESSARY)			
DID A THIRD PARTY CAUSE OR CONTRIBUTE TO ACCIDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF YES, EXPLAIN AND PROVIDE ADDRESS AND PHONE # OF NEGLIGENT PARTY (USE REVERSE SIDE IF NECESSARY):			
DESCRIBE INJURY (INDICATE PART(S) OF BODY AFFECTED)			
ANY WITNESS(ES) TO INJURY <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, NAME(S):	
HAVE YOU SUBMITTED ANY PREVIOUS CLAIMS FOR INJURY/ILLNESS? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, IDENTIFY EACH ON REVERSE SIDE.)			
DATE THIS FORM COMPLETED _____ (mo) (day) (year)		SIGNATURE OF INJURED EMPLOYEE	
IF INJURED EMPLOYEE UNABLE TO SIGN ABOVE, SIGNATURE OF INDIVIDUAL COMPLETING THIS FORM			

ADDITIONAL DETAILS HOW INJURY OCCURRED:

PREVIOUS INJURIES OR ILLNESSES

DATE(S) OF INJURY/ILLNESS	DESCRIBE INJURY/ILLNESS	WAS THIS WORKERS' COMPENSATION (YES OR NO)	NAME AND ADDRESS OF DOCTOR	IF YES, AMOUNT OF SETTLEMENT

ADDITIONAL DETAILS CONCERNING THIRD PARTY NEGLIGENCE