

Report of Job Injury or Illness

Workers' compensation claim

Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. **If you do not intend to file a workers' compensation claim with the insurance company, do not sign the signature line.** Your employer will give you a copy.

Date of injury or illness:		Date you left work:		Time you began work on day of injury: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Regularly scheduled days off: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> M T W T F S S		DEPT USE:
Time of injury or illness: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Time you left work: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Check here if you are employed by more than one employer: <input type="checkbox"/>				Emp
What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right								Ins
								Occ
								Nat
What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: fell ten feet when climbing an extension ladder carrying a 40-lb. box of roofing materials)								Part
								Ev
								Src
								2src

Information ABOVE this line; date of death, if death occurred; and OR-OSHA case log number must be released to an authorized worker representative upon request.

Your legal name:			Birthdate:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>		
Your mailing address:			Home phone:				
SSN (optional):		Occupation:		Work phone:			
Names of witnesses:							
Name of physician or health-care professional:			If medical treatment was given away from the worksite, print name and address of facility:				
Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<p>By my signature, I am giving notice of a claim for workers' compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law require separate authorization.</p>							
Worker signature:		Completed by (please print):			Date:		

Employer

Complete the rest of this form and give a copy of the form to the worker. Notify your workers' compensation insurance company within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

Employer legal business name:			Phone:		FEIN:	
If worker leasing company, list client business name:					Client FEIN:	
Address of principal place of business (not P.O. box):					Insurance policy no.:	
Street address from which worker is/was supervised:			ZIP:		Nature of business in which worker is/was supervised:	
Address where event occurred:						
Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No			OSHA 300 log case #:			
Date employer knew of claim:		Date worker returned to work:		Worker's weekly wage: \$		Date worker hired:
						If fatal, date of death:
Employer signature:			Name and title (please print):			Date:

OSHA requirements: On the job fatalities and catastrophes must be reported to OR-OSHA within eight hours. Report any accident that results in overnight hospitalization within 24 hours to OR-OSHA. Call (800) 922-2689, (503) 378-3272, or Oregon Emergency Response (800) 452-0311, on nights and weekends.

801