IA-1

WORKERS COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS

IMPORTANT: This form must be submitted to the Human Resources Department within 24 hours of incident.

Employer (Name & Address Including Zip) Nelson County Board of Education 288 Wildcat Lane Bardstown, KY 40004	Carrier/Administration Claim Number	Report Purpose Code
	Jurisdiction	Jurisdiction Claim Number
	Insured Report Number KY	
	Employer's Location Address (if different)	Location #
SIC Code / Employer FEIN		Phone #

Carrier/Claims Administrator

Kentucky Employers' Mutual Ins. Lexington Financial Center 250 W. Main Street, Suite 900 Lexington, KY 40507 Telephone: (859) 425-7800 Fax: (859) 425-7822	Policy Period 7/1/16 To 6/30/17 Check if Appropriate ☐ Self Insurance	Claims Administrator (Name, Address, Phone No)
Carrier FEIN	Policy/Self-Insured Number 39881	Administrator FEIN
Agent Name & Code Number		

Employee

Name (Last, First, Middle)	Date of Birth	Social Security No.	Date Hired	State of Hire KY
Address (include ZIP) Phone	Sex ☐ M – Male ☐ F - Female ☐ U - Unknown # of Dependents	Marital Status ☐ U - Unmarried Single/Divorced ☐ M - Married ☐ S - Separated ☐ K - Unknown	Occupation/Job Title Employment Status Full Time_____ Part Time_____ Substitute_____ NCCI Class Code	

Wage

Rate	Per ☐ Day ☐ Month ☐ Week ☐ Other	**# Days Worked/Week**	Full Pay for Day of Injury? ☐ Yes ☐ No Did Salary Continue? ☐ Yes ☐ No

Occurrence/Treatment

Time Employee Began Work ☐ AM ☐ PM	Date of Injury/Illness	Time of Occurrence ☐ AM ☐ PM	Last Work Date	Date Employer Notified	Date Disability Began

Contact Name/Phone Number 502-349-7000 ext. 2328	Type of Injury/Illness	Part of Body Affected
Did Injury/Illness exposure occur on employer's premises? ☐ Yes ☐ No	Type of Injury/Illness Code	Part of Body Affected Code
Department or location where accident or illness exposure occurred	All equipment, materials, or chemicals employee was using when accident or illness exposure occurred	
Specify activity the employee was engaged in when the accident or illness exposure occurred	Work process the employee was engaged in when accident or illness exposure occurred	
How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill		Cause of Injury Code

Date Returned to Work	If Fatal, Give Date of Death	Were Safeguards or Safety Equipment Provided? ☐ Yes ☐ No Were they Used? ☐ Yes ☐ No	
Physician/Health Care Provider (Name & Address) Bardstown Abulatory Care 118 Patriot Drive Suite 102 Bardstown, KY 40004 502 350-1022	Hospital (Name & Address)	Initial Treatment ☐ 0 No Medical Treatment ☐ 1 Minor by Employer ☐ 2 Minor Clinic/Hosp ☐ 3 Emergency Care ☐ 4 Hospitalized>24 Hrs ☐ 5 Future Major Medical/ Lost Time Anticipated	
Witnesses (Name & Phone #)			
Date Admin/Carrier Notified	Date Prepared	Preparer's Name & Title	Phone Number

FORM IA-1

SEE BACK FOR IMPORTANT INFORMATION & SIGNATURE

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. Reprinted with permission of the IAIABC (as modified by and for KEMI).

EMPLOYER'S INSTRUCTIONS
DO NOT ENTER DATA IN SHADED FIELDS

DATES:
Enter all dates in MM/DD/YY.

SIC CODE:
This is the code that represents the nature of the employer's business that is contained in the Standard Industrial Classification Manual published by the Federal Office of Management and Budget.

CARRIER:
The licensed business entity issuing a contract of insurance and assuming financial responsibility on behalf of the employer or the claimant.

CLAIMS ADMINISTRATOR:
Enter the name of the carrier, third party administrator, state fund, or self-insured responsible for administering the claim.

AGENT NAME & CODE NUMBER:
Enter the name of your insurance agent and his/her code number if known. This information can be found on your insurance policy.

OCCUPATION/JOB TITLE:
This is the primary occupation of the claimant at the time of the accident or exposure.

EMPLOYMENT STATUS:
Indicate the employee's work status. The valid choices are: Full-Time, Not Employed, Disabled, Unknown, Apprenticeship Part-Time, Seasonal, Part-Time, On Strike, Retired, Apprenticeship Full-Time, Volunteer, and Piece Worker.

DATE DISABILITY BEGAN:
The first day on which the claimant originally lost time from work due to the occupational injury or disease or as otherwise designated by the statute.

CONTACT NAME/PHONE NUMBER:
Enter the name of the individual at the employer's premises to be contacted for additional information.

TYPE OF INJURY/ILLNESS:
Briefly describe the nature of the injury or illness, (e.g. Lacerations to the forearm).

PART OF BODY AFFECTED:
Indicate the part of body affected by the injury/illness, (e.g. Right forearm, lower back).

DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED:
(e.g. Maintenance Department or Client's office at 452 Monroe St., Washington, DC 26210) If the accident or illness exposure did not occur on the employer's premises, enter the address or location. Be specific.

ALL EQUIPMENT, MATERIAL OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSRE OCCURRED:
(e.g., Acetylene cutting torch, metal plate)

List all equipment, materials and/or chemicals the employee was using, applying, handling or operating when the injury or illness occurred. Be specific, for example: decorator's scaffolding, electric sander, paintbrush, and paint.

Enter "NA" for not applicable if no equipment, materials or chemicals were being used. NOTE: The items listed do not have to be directly involved in the employee's injury or illness.

SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED:
(e.g., Cutting metal plate for flooring)

Describe the specific activity the employee was engaged in when the accident or illness exposure occurred, such as sanding ceiling woodwork in preparation of painting.

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED:
Describe the work process the employee was engaged in when the accident or illness exposure occurred, such as building maintenance. Enter "NA" for not applicable if employee was not engaged in a work process (e.g., walking along a hallway).

HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL:
(Worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against the hot metal.)

Describe how the injury or illness/abnormal health condition occurred. Include the sequence of events and name any objects or substance that directly injured the employee or made the employee ill. For example: Worker stepped to the edge of the scaffolding to inspect work, lost balance and fell six feet to the floor. The worker's right wrist was broken in the fall.

DATE RETURN(ED) TO WORK: Enter the date following the most recent disability period on which the employee returned to work.

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Employee Signature: _____ DATE: _____