BWC
*Better* Workers' Compensation
Built with *you* in mind

# First Report of an Injury, Occupational Disease or Death

This form can be completed and submitted online at:
**ohiobwc.com**

## Report your injury by completing all three sections of this form

1. Complete as much of all three sections of this form as possible to reduce the time necessary in determining the claim. If this form is completed by the injured worker at the first visit to a medical provider, the injured worker may give the FROI to the provider to complete the treatment information section. The provider can then submit the FROI to the MCO.
2. Deliver, mail or fax the completed document to your employer or your employer's managed care organization (MCO).
3. If you do not know your employer's MCO, contact BWC at **1-800-OHIOBWC** and follow the prompts, or use the MCO on BWC's Web site at **ohiobwc.com**.
4. If you are unable to determine your MCO, mail or fax this form to the BWC customer service office closest to your home. For information on your local customer service office, please visit **ohiobwc.com**, or call **1-800-OHIOBWC**.

## Injured workers employed by a self-insuring employer

- Complete this form and give to your employer.
- Your employer should be able to tell you if he or she is a self-insuring employer.
- If your employer is self-insuring and you file this information with BWC, processing delays may occur.

## For assistance in completing this form, call your BWC customer service office Monday through Friday, 8 a.m. – 4:45 p.m.

Ashtabula Customer Focus Center
525 Lake Ave.
Ashtabula, OH 44004
Phone: (440) 964-8505
Fax: (440) 964-8530

Bridgeport Customer Focus Center
56104 National Road, Suite 112C
Bridgeport, OH 43912-2506
Phone: (740) 635-1163
Fax: (740) 635-6210

Cambridge
61501 Southgate Road
Cambridge, OH 43725
Phone: (740) 435-4200
Fax: (866) 281-9351

Canton
400 Third St., S. E.
Canton, OH 44702-1102
Phone: (330) 438-0638
Toll free: (800) 713-0991
Fax: (866) 281-9352

Cincinnati
125 E. Court St.
Cincinnati, OH 45202-2196
Phone: (513) 852-3341
Fax: (866) 281-9353

Cleveland
615 Superior Ave. W.
Cleveland, OH 44113-1889
Phone: (216) 787-3050
Toll free: (800) 821-7075
Fax: (866) 336-8345

Columbus
30 W. Spring St.
Columbus, OH 43215-2256
Phone: (614) 728-5416
Fax: (866) 336-8352

Dayton
3401 Park Center Drive
P.O. Box 13910
Dayton, OH 45413-0910
Phone: (937) 264-5000
Fax: (866) 281-9356

Garfield Heights
4800 E. 131 St.
Garfield Heights, OH 44105
Phone: (216) 584-0100
Toll free: (800) 224-6446
Fax: (866) 457-0590

Governor's Hill
8650 Governor's Hill Drive,
Cincinnati, OH 45249
Phone: (513) 583-4400
Fax: (866) 281-9357

Hamilton
One Renaissance Center
345 High St.
Hamilton, OH 45011
Phone: (513) 785-4500
Fax: (866) 336-8343

Lima
2025 E. Fourth St.
Lima, OH 45804-4101
Phone: (419) 227-3127
Toll free: (888) 419-3127
Fax: (866) 336-8346

Logan
1225 W. Hunter St.
P.O. Box 630
Logan, OH 43138-0630
Phone: (740) 385-5607
Toll free: (800) 385-5607
Fax: (866) 336-8348

Mansfield
240 Tappan Drive, N.
P.O. Box 8051
Mansfield, OH 44906-8051
Phone: (419) 747-4090
Fax: (866) 336-8350

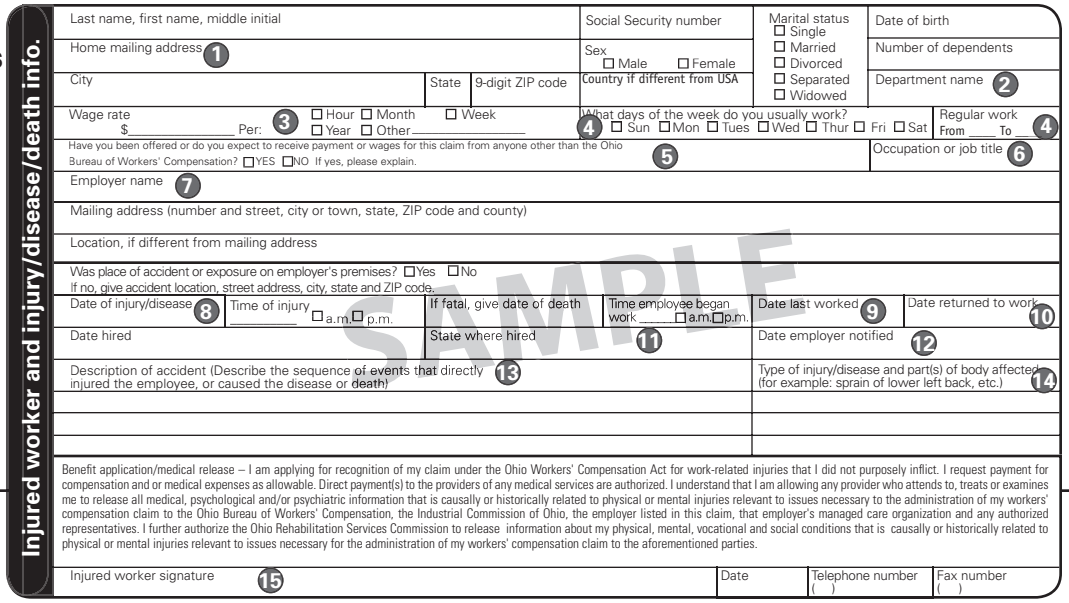
Portsmouth
1005 Fourth St.
P.O. Box 1307
Portsmouth, OH 45662-1307
Phone: (740) 353-2187
Fax: (866) 336-8353

Springfield
1 S. Limestone St. L-5
P.O. Box 1467
Springfield, OH 45501-1467
Phone: (937) 327-1425
Fax: (866) 457-0593

Toledo
1 Government Center, Suite 1236
P.O. Box 794
Toledo, OH 43697-0794
Phone: (419) 245-2700
Fax: (866) 457-0594

Youngstown
242 Federal Plaza, W., Suite 200
P.O. Box 1877
Youngstown, OH 44501-1877
Phone: (330) 797-5500
Toll free: (800) 551-6446
Fax: (866) 457-0596

## Completion instructions
(continued)



**Injured worker and injury/disease/death info.**

Last name, first name, middle initial | Social Security number | Marital status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed | Date of birth

Home mailing address (1) | Sex ☐ Male ☐ Female | Number of dependents

City | State | 9-digit ZIP code | Country if different from USA | Department name (2)

Wage rate $_____ Per: (3) ☐ Hour ☐ Month ☐ Week ☐ Year ☐ Other_____ | What days of the week do you usually work? (4) ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat | Regular work From ____ To ____ (4)

Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? ☐YES ☐NO If yes, please explain. (5) | Occupation or job title (6)

Employer name (7)

Mailing address (number and street, city or town, state, ZIP code and county)

Location, if different from mailing address

Was place of accident or exposure on employer's premises? ☐Yes ☐No
If no, give accident location, street address, city, state and ZIP code.

Date of injury/disease (8) | Time of injury _____ ☐ a.m. ☐ p.m. | If fatal, give date of death | Time employee began work _____ ☐ a.m. ☐ p.m. | Date last worked (9) | Date returned to work (10)

Date hired | State where hired (11) | Date employer notified (12)

Description of accident (Describe the sequence of events that directly injured the employee, or caused the disease or death) (13) | Type of injury/disease and part(s) of body affected (for example: sprain of lower left back, etc.) (14)

Benefit application/medical release – I am applying for recognition of my claim under the Ohio Workers' Compensation Act for work-related injuries that I did not purposely inflict. I request payment for compensation and or medical expenses as allowable. Direct payment(s) to the providers of any medical services are authorized. I understand that I am allowing any provider who attends to, treats or examines me to release all medical, psychological and/or psychiatric information that is causally or historically related to physical or mental injuries relevant to issues necessary to the administration of my workers' compensation claim to the Ohio Bureau of Workers' Compensation, the Industrial Commission of Ohio, the employer listed in this claim, that employer's managed care organization and any authorized representatives. I further authorize the Ohio Rehabilitation Services Commission to release information about my physical, mental, vocational and social conditions that is causally or historically related to physical or mental injuries relevant to issues necessary for the administration of my workers' compensation claim to the aforementioned parties.

Injured worker signature (15) | Date | Telephone number ( ) | Fax number ( )



**Injured worker and injury/disease/death info.**

1. Home address: Enter the home address where the injured worker lives. Include the apartment number, if applicable.
   - If the post office does not deliver mail to the home address, list the mailing address instead of the home address.
2. Department name: Enter the injured worker's department or area name where he/she normally reports for work.
3. Wage rate: Enter the injured worker's rate of pay, and then select how often it is received. (If the pay rate being reported is not hourly, report the gross amount.)
   - If eight or more days of work will be missed, BWC needs wage information for the 52 weeks prior to the date of injury. Submit wage information using employer payroll reports, wage statement (BWC form C-94-A), W-2s, etc.
4. What days of the week do you usually work? What are your regular work hours: Enter the days and hours the injured worker normally works.
   - If the days worked vary from week to week, list the number of hours worked in an average week.
5. Wages: If you received wages during disability, please explain.
6. Occupation or job title: Enter the injured worker's type of occupation or actual job title at the time of injury, occupational disease or death.
7. Employer name: Enter the name of the injured worker's employer at the time of the injury, occupational disease or death.
8. Date of injury/disease: Enter the date injured worker was injured. OR
   If the injured worker contracted an occupational disease, determine which of the following happened most recently:
   - The occupational disease was diagnosed by a medical provider;
   - The first medical treatment;
   - The injured worker first quit work, due to the occupational disease.

   **Enter this as the date of occupational disease.**
9. Date last worked: Enter the last day worked as a result of this injury, occupational disease or death.
10. Date returned to work: Enter the date the injured worker returned to work after the injury or occupational disease.
11. State where hired: Enter the state where the injured worker was hired by the employer listed on this application.
12. Date employer notified: Enter the date the employer was notified of the injury, occupational disease or death.
13. Description of accident: Describe in detail the events that caused the injury, occupational disease or death. Attach additional sheets, if necessary.
14. Type of injury/disease and part of body affected: Describe the nature of the injury, occupational disease or death.
    Indicate the part(s) of body injured, affected or that caused the death.
    Examples:
    - Laceration of first toe, left foot;
    - Sprain of lower right back; etc.
15. Injured worker signature (injured workers only): Please read the Benefit /application/medical release information before signing and dating this form.

**Instructions continued on last page**

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# First Report of an Injury, Occupational Disease or Death

**WARNING:**
Any person who obtains compensation from BWC or self-insuring employers by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which he or she is not entitled, is subject to felony criminal prosecution for fraud.
(R.C. 2913.48)

Tear off this sheet and return the completed form to your employer's managed care organization (MCO) or to your local BWC customer service office.

## Injured worker and injury/disease/death info.

| Last name, first name, middle initial | | | Social Security number | Marital status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed | Date of birth |
|---|---|---|---|---|---|
| Home mailing address | | | Sex ☐ Male ☐ Female | | Number of dependents |
| City | State | 9-digit ZIP code | Country if different from USA | | Department name |
| Wage rate $ _____ Per: ☐ Hour ☐ Year ☐ Month ☐ Other ☐ Week _____ | | | What days of the week do you usually work? ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat | | Regular work hours From _____ To _____ |
| Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? ☐ Yes ☐ No If yes, please explain. | | | | | Occupation or job title |

Employer name

Mailing address (number and street, city or town, state, ZIP code and county)

Location, if different from mailing address

Was the place of accident or exposure on employer's premises? ☐ Yes ☐ No
(If no, give accident location, street address, city, state and ZIP code)

| Date of injury/disease | Time of injury _____ ☐ a.m. ☐ p.m. | If fatal, give date of death | Time employee began work _____ ☐ a.m. ☐ p.m. | Date last worked | Date returned to work |
|---|---|---|---|---|---|

| Date hired | State where hired | Date employer notified |
|---|---|---|

| Description of accident (Describe the sequence of events that directly injured the employee, or caused the disease or death.) | Type of injury/disease and part(s) of body affected (For example: sprain of lower left back) |
|---|---|
| | |
| | |
| | |

***Benefit application/medical release*** *– I am applying for recognition of my claim under the Ohio Workers' Compensation Act for work-related injuries that I did not purposely inflict. I request payment for compensation and/or medical expenses as allowable. Direct payment(s) to the providers of any medical services are authorized. I understand that I am allowing any provider who attends to, treats or examines me to release all medical, psychological and/or psychiatric information that is causally or historically related to physical or mental injuries relevant to issues necessary to the administration of my workers' compensation claim to the Ohio Bureau of Workers' Compensation, the Industrial Commission of Ohio, the employer listed in this claim, that employer's managed care organization and any authorized representatives. I further authorize the Ohio Rehabilitation Services Commission to release information about my physical, mental, vocational and social conditions that is causally or historically related to physical or mental injuries relevant to issues necessary for the administration of my workers' compensation claim to the aforementioned parties.*

| Injured worker signature | Date | E-mail address | Telephone number ( ) | Work number ( ) |
|---|---|---|---|---|
| | | | | |

## Treatment info.

| Health-care provider name | Telephone number ( ) | Fax number ( ) | Initial treatment date |
|---|---|---|---|
| Street address | City | State | 9-digit ZIP code |

Diagnosis(es): Include ICD code(s)

| Will the incident cause the injured worker to miss eight or more days of work? ☐ Yes ☐ No | Is the injury causally related to the industrial incident? ☐ Yes ☐ No | |
|---|---|---|
| Health-care provider signature | 11-digit BWC provider number | Date |

## Employer info.

| Employer policy number | Check if ☐ Employer is self-insuring ☐ Injured worker is owner/partner/member of firm | | | |
|---|---|---|---|---|
| Telephone number ( ) | Fax number ( ) | E-mail address | Federal ID number | Manual number |

| Was employee treated in an emergency room? ☐ Yes ☐ No | Was employee hospitalized overnight as an inpatient? ☐ Yes ☐ No |
|---|---|

If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code

☐ **Certification -** The employer certifies that the facts in this application are correct and valid.

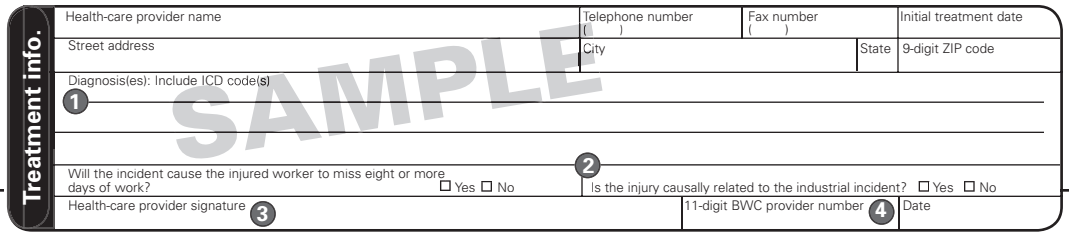
☐ **Rejection -** The employer rejects the validity of this claim for the reason(s) listed below:

**For self-insuring employers only**

☐ **Clarification -** The employer clarifies and allows the claim for the condition(s) below:
☐ **Medical only** ☐ **Lost time**

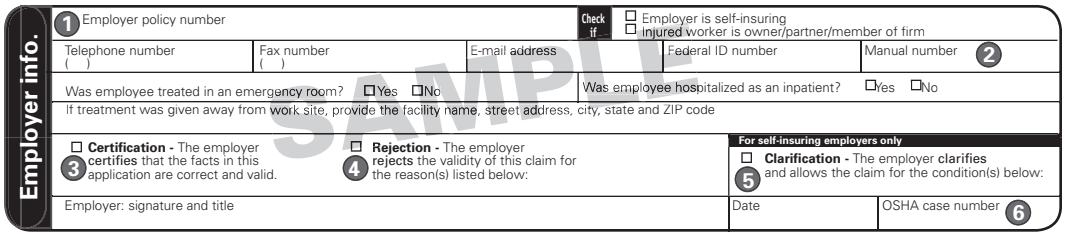
| Employer signature and title | Date | OSHA case number |
|---|---|---|
| | | |

# Completion instructions
(continued)




## Treatment info.

1. Indicate the diagnosis and ICD codes for conditions being treated as a result of the injury.
2. Indicate the treating provider's medical opinion that the injury sustained is causally related to the industrial incident, that the injury could result from the method (manner) of the accident, as described by the injured worker. It must be clear that the diagnosis in all probability occurred as a result of the injury.
3. Signature of the health-care provider completing this form.
4. Enter the physician's or health-care provider's 11-digit BWC-assigned provider number.




## Employer info.

1. Enter the employer's BWC-assigned policy number, which is located on the BWC certificate of coverage.
2. Enter the four-digit code that indicates the injured worker's job classification, located on the semiannual payroll report.
   - If you do not know the injured worker's manual number, call **1-800-OHIOBWC** and follow the prompts.
3. If certification is selected and the claim is allowed, it will promptly be paid. Employers certifying a claim waive both the notice of receipt and notice of first order of compensation.
4. If rejection is selected, use the space provided to list the reasons for rejection. Attach additional sheets, if necessary.
5. Self-insuring employers that choose to clarify certification may use the space provided. Attach additional sheet, if necessary.
6. If this is an OSHA-reportable injury, include the case number assigned by the employer. This form meets OSHA 301 requirements and may be used in lieu of the OSHA 301 when reporting recordable injuries and illnesses to the federal government.

**Note:**
*If your employee misses eight or more days of work, BWC will need wage information for the 52 weeks prior to the date of injury. Submit wage information using employer payroll reports, wage statement (BWC form C-94-A), W-2s, etc.*