

West Virginia Workers' Compensation Employers' Report of Occupational Injury or Disease

PLEASE PRINT OR TYPE

Section I Employer Information			
Insurer:		Third-Party Administrator:	
Employer's Name:		Nature of Business:	FEIN:
Address:			
City:	State:	Zip:	Telephone: () -
Section II Employee Information			
Name: (Last):		(First):	(M.I.):
Occupation/Job Title:		Telephone: () -	
Address:		Social Security No.: - -	
City:	State:	Zip:	
Date of Birth: ____/____/____	6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Marital Status:
Injured Employee is (check all that apply): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer <input type="checkbox"/> Owner/Partner <input type="checkbox"/> Officer <input type="checkbox"/> Retired - Date Retired: ____/____/____			Employee's Occupation/Job Title:
Section III Information Regarding Injury or Disease			
Date of Injury or Last Exposure: ____/____/____		Time: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Witnesses to Injury:
Date Employer Notified of Injury or Disease: ____/____/____	Supervisor to whom Injury or Disease Reported:		
If Injury was Fatal, Indicate Date of Death: ____/____/____			
Did Injury Occur on Employer's Property? <input type="checkbox"/> Yes <input type="checkbox"/> No Address or location where injury occurred:			
What was the Employee Doing when Injury Occurred (loading truck, walking down stairs, etc.):			
How did the Injury or Disease Occur (be specific; include time that employee began work on the date of injury, any equipment, tools, substances or objects connected to the injury; attach additional sheet if necessary):			
Nature of Injury or Disease (cut, bruise, strain, etc.):			
Body Part(s) Injured:			
Are You Aware of, or Do You Suspect, a Prior Injury to this Body Part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do You Have Reason to Question this Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," attach a specific explanation to this form).			
Location of Initial Treatment:		Emergency Room? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hospitalized? <input type="checkbox"/> Yes <input type="checkbox"/> No
Section IV Wage and Lost Time Information			
Date Hired: ____/____/____		Last Day Worked After Occupational Injury or Disease: ____/____/____	
Number of Work Days Lost:		Date of Return to Work: ____/____/____	Hours Worked per Week:
Is Light Duty Available? <input type="checkbox"/> Yes <input type="checkbox"/> No		Wage on Date of Injury: \$ per <input type="checkbox"/> hour <input type="checkbox"/> day <input type="checkbox"/> week <input type="checkbox"/> month	
Are Wages Being Paid to Injured Employee During Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Employee has Returned to Work, is it Alternative or Modified Work? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," indicate current wage: \$ per <input type="checkbox"/> hour <input type="checkbox"/> day <input type="checkbox"/> week <input type="checkbox"/> month	
Daily rate of pay on the date of injury: \$		and best quarter wages of preceding four quarters \$	
I certify the statements and answers set forth in this section are true and correct to the best of my knowledge. I am aware the law, specifically West Virginia Code §61-3-24e, provides for severe penalties if I knowingly certify a false report or statement and/or withhold a material fact regarding any information requested. I acknowledge the provisions of the aforementioned code and the severe penalties for knowingly with fraudulent intent aiding or abetting anyone in securing or attempting to secure benefits to which he or she is not entitled.			
Print Name: _____		Title: _____	
Signature: _____		Date: ____/____/____	