

**Kentucky School Board Insurance Trust
Claims Reporting Manual**

Kentucky First Report of Injury or Illness Form (page 1 of 2)

IA-1 WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS													
General	Employer (Name & Address incl. zip)						Carrier/Administrator Claim Number			Report Purpose Code			
							Jurisdiction		Jurisdiction Claim Number				
	Sic Code						Employer FEIN						
							Employer's Location Address (if different)						Location No
	Carrier (Name, Address & Phone Number)						Policy Period		Claims Admin (Name, Address & Phone Number)				
Carrier/Claims Admin	Carrier FEIN						To			<input type="checkbox"/> Check if self insured			
							Policy Number or Self-Insured Number						Administrator FEIN
	Agent Name & Code Number												
	Employee/Inmate	Legal Name (Last, First, Middle)			Date of Birth		Social Security Number			Date Hired		State of Hire	
		Address (Incl. Zip)			Sex		Marital Status			Occupation/Job Title			
<input type="checkbox"/> Male					<input type="checkbox"/> Unmarried/Single/Div			Employment Status					
<input type="checkbox"/> Female					<input type="checkbox"/> Married								
Phone			No. of Dependents		<input type="checkbox"/> Unknown			NCCI Class Code					
Wage Rate		<input type="checkbox"/> Day		<input type="checkbox"/> Month		# Days Worked/Wk		Full Pay for Date of Injury?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
\$		<input type="checkbox"/> Week		<input type="checkbox"/> Other		# Hrs Worked per Day		Did Salary Continue?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Time Employee Began Work		<input type="checkbox"/> AM <input type="checkbox"/> PM		Date of Injury or Illness		Time Occurred		<input type="checkbox"/> AM <input type="checkbox"/> PM		Last Work Date			
Date Employer Notified		Date Disability Began		Employer Contact Name/Phone Number				Type of Illness/Injury		Part of Body Affected			
				Did Injury/Illness Exposure Occur on Employer's Premises?				Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Illness/Injury Code		Part of Body Affected Code	
Occurrence	Department or location where accident or illness exposure occurred						All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.						
	Specific 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, Date of Death			Were Safeguards or Safety Equipment Provided?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
							Were they used?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Treatment	Physician/Health Care Provider (Name & Address)						Hospital (Name & Address)						
	Initial Treatment 0 <input type="checkbox"/> No Medical Treatment 1 <input type="checkbox"/> Minor: By Employer 2 <input type="checkbox"/> Minor Clinic/Hosp 3 <input type="checkbox"/> Emergency Care 4 <input type="checkbox"/> Hospitalized > 24 hr 5 <input type="checkbox"/> Future Major Medical/Lost Time Anticipated												
Other	Witness to Accident (Name & Phone Number)												
	Date Administrator Notified			Date Prepared		Preparer's Name & Title				Preparer's Phone Number			
IA-1 (2/95)			SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE										