

# Instructions for Work Accident



- Complete the top portion of: **First Report of Injury Packet**.
  - Complete **Employee's Statement**.
  - Complete **Anatomy Chart form** by circling injured part of body.
  - Sign and date bottom portion of **Authorization to Release Medical Information** form.
- Return completed forms to supervisor.
- Report to nearest healthcare provider for treatment.
- After treatment has been rendered, report back to your supervisor with all paperwork provided by the healthcare provider.

PLEASE SUBMIT INJURY REPORT TO PROPER INDIVIDUAL **BELOW**

**Cheryl Wukovich**

Minutemen EOR Solutions **OHIO** EMPLOYEES DIRECT:

216-452-0105

[cheryl.wukovich@minutemenhr.com](mailto:cheryl.wukovich@minutemenhr.com)

**3740 Carnegie Avenue**

**Cleveland, OH 44115**

**Toll Free: 877.541.8154**

**Main: 216.452.0100**

**Fax: 216.426.2254**



3740 Carnegie Avenue  
Cleveland, Ohio 44115  
Phone 216-539-9582  
Fax 216-426-2553

### EMPLOYEE'S STATEMENT

I, \_\_\_\_\_ (Name) certify that on \_\_\_\_\_, 20\_\_\_\_ (Date) at \_\_\_\_\_ (Time) (a.m. or p.m.), I

sustained an injury to my \_\_\_\_\_ (Part of Body) that occurred as follows:

(Describe the incident in detail, stating part of body injured) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this body part been previously injured?  Yes  No If yes, when? \_\_\_\_\_

Place incident occurred (Dept.,Plant,etc.) \_\_\_\_\_

Did the incident occur while you were working (on the clock)?  Yes  No

Did the incident occur while you were performing your regularly assigned job/duty?  Yes  No

Did the incident occur on employer's property?  Yes  No

Names of Witnesses: \_\_\_\_\_

To whom did you report the accident? \_\_\_\_\_

Date and Time reported \_\_\_\_\_

Hospital and/or Doctor \_\_\_\_\_

Address of Hospital or Doctor \_\_\_\_\_  
\_\_\_\_\_

Employee address \_\_\_\_\_  
\_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of Hire \_\_\_\_\_

Occupation \_\_\_\_\_ Supervisor \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

## ANATOMY FORM

**Instructions for Employee:**

Please circle the injured body part(s) then sign and date this form.

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Signature of Claimant

Date





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## WITNESS STATEMENT

Name of injured worker: \_\_\_\_\_

Date of injury \_\_\_\_\_ Time of injury: \_\_\_\_\_ (a.m. or p.m.)

Place of injury: \_\_\_\_\_

Description of injury: \_\_\_\_\_

Description of how injury occurred: \_\_\_\_\_

Did you see the accident?  Yes  No

Describe how you became aware of the incident \_\_\_\_\_

How did the injured person describe the accident to you? \_\_\_\_\_

Who else was aware of the accident? \_\_\_\_\_

Was the injured employee on the clock or on duty when the incident occurred? \_\_\_\_\_

Describe any known previous injuries or problems this person has with the same part of the body:

Any other information you wish to provide? \_\_\_\_\_

Witness's Name \_\_\_\_\_ Witness's Address \_\_\_\_\_

Witness's Phone: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## STANDARD AUTHORIZATION FORM

Fields marked with an asterisk (\*) are required to be completed. Failure to provide additional identifying information in Section I may result in the inability to respond to this request. This form is not a patient access request under 45 CFR 164.524. *Records released pursuant to this authorization may include information concerning testing, diagnosis or treatment of HIV/AIDS, psychiatric and/or drug/alcohol treatment, and/or sexual assault.*

### FORM A – AUTHORIZATION FOR RELEASE OF INFORMATION FROM COVERED ENTITIES (OTHER THAN PART 2 PROGRAMS)

Section I					
First Name*	M.I.	Last Name*	Date of Birth*	Social Security Number	
Address			City	State	Zip Code
I hereby authorize the disclosure of health information about the above individual as follows.					
Section II					
Disclosing Entity* <i>(Covered Entity such as a health plan/insurer or provider)</i>					
Address				Telephone Number	
City		State		Zip Code	
Recipient (Person or Entity) *					
Contact Information <i>(e.g. telephone number, email address, fax number, street address, etc.)</i>					
Section III					
Reason for Disclosure*					
Health information to be disclosed*					
Specify time period, if desired: Release only information from the period _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)					
Section IV					
This authorization will remain in effect until revoked or shall expire on date or event specified below. I understand that I may revoke or cancel this authorization at any time by submitting written revocation in the manner specified by the disclosing entity, except to the extent that action has been taken in reliance on this authorization. If this authorization has not been revoked, it will expire on the date or completion of the event stated below. If no date or event is specified below, this authorization will expire in one year.					
Expiration Date or Event _____ (mm/dd/yyyy)					
<ul style="list-style-type: none"> <li>• I understand that I may not be denied treatment, payment, and enrollment in the health plan, or eligibility for benefits for refusing to authorize disclosure unless such denial is permitted under state and federal law.</li> <li>• I understand that information disclosed by this authorization, except as prohibited by 42 CFR Part 2 or other applicable law, may be subject to re-disclosure by the recipient and may no longer be protected by the Health Insurance Portability and Accountability Act Privacy Rule [45 CFR Part 164].</li> </ul>					
Signature of Individual*					Date* (mm/dd/yyyy)
Signature of Personal Representative (if applicable)* <i>(identify relationship to individual below)</i>					Date* (mm/dd/yyyy)
Relationship of Personal Representative to Individual <i>(Personal representative shall submit proof of authority to the disclosing entity)</i>					
<input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Healthcare Power of Attorney <input type="checkbox"/> Executor/Administrator <input type="checkbox"/> Other <input type="checkbox"/> N/A					

For administrative use only:

Method of Delivery (e.g. paper, fax, electronic,)	Date Released
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The Centers for Medicare & Medicaid Services (CMS) is the federal agency that oversees the Medicare program. Many Medicare beneficiaries have other insurance in addition to their Medicare benefits. Sometimes, Medicare is supposed to pay after the other insurance. However, if certain other insurance delays payment, Medicare may make a "conditional payment" so as not to inconvenience the beneficiary, and recover after the other insurance pays.

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that liability insurers (including self-insurers), no-fault insurers, and workers' compensation plans report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist CMS and other insurance plans to properly coordinate payment of benefits among plans so that your claims are paid promptly and correctly.

We are asking you to answer the questions below so that we may comply with this law.

Please review this picture of the Medicare card to determine if you have, or have ever had, a similar



### Section I

Are you presently, or have you ever been, enrolled in Medicare Part A or Part B?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please complete the following. If no, proceed to Section II.</i>		
<b>Full Name:</b> <i>(Please print the name exactly as it appears on your SSN or Medicare card if available.)</i>		
<b>Medicare Claim Number:</b>	<b>Date of Birth</b> (Mo/Day/Year)	-      -
<b>Social Security Number:</b> (If Medicare Claim Number is Unavailable)	-      -	<b>Sex</b> <input type="checkbox"/> Female <input type="checkbox"/> Male

### Section II

I understand that the information requested is to assist the requesting insurance arrangement to accurately coordinate benefits with Medicare and to meet its mandatory reporting obligations under Medicare law.

\_\_\_\_\_  
**Claimant Name (Please Print)**

\_\_\_\_\_  
**Claim Number**

\_\_\_\_\_  
**Name of Person Completing This Form If Claimant is Unable (Please Print)**

\_\_\_\_\_  
**Signature of Person Completing This Form**

\_\_\_\_\_  
**Date**

*If you have completed Sections I and II above, stop here. If you are refusing to provide the information requested in Sections I and II, proceed to Section III.*

**Section III**

\_\_\_\_\_  
**Claimant Name (Please Print)**

\_\_\_\_\_  
**Claim Number**

For the reason(s) listed below, I have not provided the information requested. I understand that if I am a Medicare beneficiary and I do not provide the requested information, I may be violating obligations as a beneficiary to assist Medicare in coordinating benefits to pay my claims correctly and promptly.

**Reason(s) for Refusal to Provide Requested Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Completing This Form**

\_\_\_\_\_  
**Date**



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# **Supervisor Investigation Packet**





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## SUPERVISOR'S REPORT

Employee Name \_\_\_\_\_

Nature of Injury (State employee's complaints and body part injured) \_\_\_\_\_

How did the incident occur? \_\_\_\_\_

In view of which camera? \_\_\_\_\_

Cause of the incident? \_\_\_\_\_

Was the incident preventable?  Yes  No

If yes, explain \_\_\_\_\_

What actions have been taken to prevent a reoccurrence of incident? \_\_\_\_\_

Employee sent to \_\_\_\_\_

Did employee report back to work?  Yes  No

Does Employee have work restrictions? (List) \_\_\_\_\_

Date returned to work: \_\_\_\_\_

List employee's normal weekly work schedule: \_\_\_\_\_

Employer's Name (Customer Name Above) \_\_\_\_\_

Employer's Address (Customer Address Above) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_