



# 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 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Date of birth
Home mailing address 1		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Country if different from USA		Number of dependents
City		State	9-digit ZIP code		Department name 2
Wage rate \$ _____ Per. 3	<input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week		What days of the week do you usually work? 4 <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give accident location, street address, city, state and ZIP code.					
Date of injury/disease 8	Time of injury <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	If fatal, give date of death	Time employee began work <input type="checkbox"/> a.m. <input type="checkbox"/> 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 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.





Better Workers' Compensation

Built with you in mind



# 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 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		Date of birth		
Home mailing address				Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Number of dependents			
City		State	9-digit ZIP code		Country if different from USA		Department name		
Wage rate \$ _____ Per: <input type="checkbox"/> Hour <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year <input type="checkbox"/> Other _____			What days of the week do you usually work? <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, give accident location, street address, city, state and ZIP code)									
Date of injury/disease		Time of injury _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		If fatal, give date of death		Time employee began work _____ <input type="checkbox"/> a.m. <input type="checkbox"/> 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)			
<i>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.</i>									
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? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is the injury causally related to the industrial incident? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Health-care provider signature			11-digit BWC provider number				Date	

Employer info.

Employer policy number			<input type="checkbox"/> Employer is self-insuring <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No				Was employee hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code								
<input type="checkbox"/> <b>Certification</b> - The employer certifies that the facts in this application are correct and valid.			<input type="checkbox"/> <b>Rejection</b> - The employer rejects the validity of this claim for the reason(s) listed below:			<b>For self-insuring employers only</b> <input type="checkbox"/> <b>Clarification</b> - The employer clarifies and allows the claim for the condition(s) below: <input type="checkbox"/> <b>Medical only</b> <input type="checkbox"/> <b>Lost time</b>		
Employer signature and title						Date		OSHA case number

# Completion instructions

(continued)

<b>Treatment info.</b>	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) <b>1</b>			
	Will the incident cause the injured worker to miss eight or more days of work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the injury causally related to the industrial incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>2</b>	
Health-care provider signature <b>3</b>			11-digit BWC provider number <b>4</b>	Date

**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.

<b>Employer info.</b>	<b>1</b> Employer policy number	Check if <input type="checkbox"/> Employer is self-insuring injured worker is owner/partner/member of firm			
	Telephone number ( ) ( )	Fax number ( ) ( )	E-mail address	Federal ID number	Manual number <b>2</b>
	Was employee treated in an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was employee hospitalized as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code				
	<input type="checkbox"/> <b>3 Certification</b> - The employer certifies that the facts in this application are correct and valid.		<input type="checkbox"/> <b>4 Rejection</b> - The employer rejects the validity of this claim for the reason(s) listed below:		<b>5 For self-insuring employers only</b> <input type="checkbox"/> <b>5 Clarification</b> - The employer clarifies and allows the claim for the condition(s) below:
	Employer: signature and title			Date	OSHA case number <b>6</b>

**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.*