



**INDIANA WORKER'S COMPENSATION
FIRST REPORT OF EMPLOYEE INJURY, ILLNESS**

State Form 34401 (R9 / 3-01)

FOR WORKER'S COMPENSATION BOARD USE ONLY		
Jurisdiction	Jurisdiction claim number	Process date

Please return completed form electronically by an approved EDI process.

PLEASE TYPE or PRINT IN INK

NOTE: Your Social Security number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

EMPLOYEE INFORMATION							
Social Security number	Date of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	Occupation / Job title			NCCI class code	
Name (last, first, middle)		Marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unknown	Date hired		State of hire	Employee status	
Address (number and street, city, state, ZIP code)			Hrs / Day	Days / Wk	Avg Wg / Wk	<input type="checkbox"/> Paid Day of Injury <input type="checkbox"/> Salary Continued	
Telephone number (include area code)		Number of dependents	Wage Per \$		<input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Other		

EMPLOYER INFORMATION			
Name of employer Charles A. Beard Memorial School	Employer ID# 35-1076615	SIC code	Insured report number
Address of employer (number and street, city, state, ZIP code) 345 North Adams Street Knightstown, IN 46148	Location number	Employer's location address (if different)	
	Telephone number (765) 345-5101		
Carrier / Administrator claim number		Report purpose code	
Actual location of accident / exposure (if not on employer's premises)			

CARRIER / CLAIMS ADMINISTRATOR INFORMATION			
Name of claims administrator	Carrier federal ID number	Check if appropriate <input type="checkbox"/> Self Insurance	
Address of claims administrator (number and street, city, state, ZIP code)	<input type="checkbox"/> Insurance Carrier <input type="checkbox"/> Third Party Admin.	Policy / Self-insured number	
		Policy period From To	
Telephone number	Code number		
Name of agent			

OCCURRENCE / TREATMENT INFORMATION							
Date of Inj / Exp.	Time of occurrence <input type="checkbox"/> AM <input type="checkbox"/> PM	Date employer notified	Type of injury / exposure			Type code	
Last work date	Time workday began	Date disability began	Part of body			Part code	
RTW date	Date of death	Injury / Exposure occurred on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of contact		Telephone number		
Department or location where accident / exposure occurred			All equipment, materials, or chemicals involved in accident				
Specific activity engaged in during accident / exposure			Work process employee engaged in during accident / exposure				
How injury / exposure occurred. Describe the sequence of events and include any relevant objects or substances.							Cause of injury code
Name of physician / health care provider					INITIAL TREATMENT <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor: By Employer <input type="checkbox"/> Minor: Clinic / Hospital <input type="checkbox"/> Emergency Care <input type="checkbox"/> Hospitalized > 24 Hours <input type="checkbox"/> Future Major Medical / Lost Time Anticipated		
Name of witness		Telephone number	Date administrator notified				
Date prepared	Name of preparator	Title	Telephone number (765) 345-5101				

An employer's failure to report an occupational injury or illness may result in a \$50 fine (IC 22-3-4-13).