

University of Massachusetts
325 Whitmore Administration Building
181 President's Drive
Amherst, MA 01003-9313

Division of Human Resources
Workers' Compensation
Telephone: 413.545.6114
Facsimile: 413.545.0483

NOTICE OF INJURY REPORT

This form is intended for internal use for all Human Resources Division/Workers' Compensation Unit user agencies and must be completed in its entirety. All Notice of Injury Reports must be electronically filed via eServices within 48 hours of an Industrial Accident. Please print clearly.

E M P L O Y E E	Soc. Sec. #: XXX-XX-_____ Date of Injury: _____ mm/dd/yyyy
	Department: _____
	Name: _____ (First) (Middle) (Last)
	Sex: Male Female Employee ID#: _____ Record #: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Home Telephone: _____ Date of Birth: _____ Marital Status: S M

E M P L O Y E R	State Hire Date: _____ Department Hire Date: _____
	Status: Full-Time Employee Part-Time Employee Work Hours/Wk: _____
	Shift 1st 2nd 3rd Number of scheduled days off per week: _____
	Occupation: (Official Position Title) _____
	Functional Title: _____
Payroll Funding Source: State Payroll Trust Funded Federal Funded	

I N J U R Y I N F O	Injury Time: _____ am / pm Date Reported: _____
	Time work began on day of event: _____ am / pm
	Event occurred: Before During After Work Shift 3rd Party Claim: Yes No
	Describe how injury/illness occurred: What was employee doing (eg, pouring cleaning solution into a bucket): _____
	How did the injury/illness occur (eg, cleaning solution splashed): _____
	What was the source of the injury/illness (eg, cleaning solution): _____

I N J U R Y I N F O R M A T I O N	Nature of Injury/Illness (eg, chemical burn to right eye): _____		
	Body part(s) affected (include right, left or both): _____		
	Injury Detail: Insert body part(s) and injury below from lists on pages 5 and 6.		
	Select Body Part(s):		Select Injury:
	Select One or More Injury Categories:		
	Fall	Lifting	MVA (Motor Vehicle Accident)
	Assault	Exposure to Harmful Substances	Repetitive Use
	Equipment	Moving/Walking	Stress/Heart Attack
	Burn	Cut	Restraint
	Needlestick/Bloodborne Pathogen Exposure	Other	_____
I N J U R Y I N F O R M A T I O N	Severity of Injury or Illness:		
	(1) Minor injury; no likely lost time; no likely medical bills		
	(2) Small injury; no likely lost time; possible medical bills		
	(3) Moderate injury; possible lost time; probable medical bills		
	(4) Significant injury; probably 0 – 5 days of lost time and medical bills		
	(5) Severe injury; probably 5 plus days lost time and medical bills		
	Where the Injury Occurred:		
	Building: _____		
	Injury Location: _____		
	Example: stairwell, south walkway, office		
I N V E S T I G A T I O N	Was the incident the result of a violent act?		Yes No
	Was the claimant engaging in usual job activities?		Yes No
	If no, explain: _____		

	Injury reported to: _____		
	(Name, Title)		
	Did the Injured / Ill worker:		
	a. Lose consciousness?	Yes	No
	b. Require medical treatment more than first aid?	Yes	No
	c. Have an injury from a contaminated needlestick or other sharp device?	Yes	No
d. Have a significant work-related injury/illness diagnosed by a health care professional?	Yes	No	
e. Require transfer to another job or modified duty?	Yes	No	

I N T E R N A L I N V E S T I G A T I O N	If employee died as a result of injury/illness, what was the date of death? ____/____/____		
	Supervisor:	Are you satisfied that the injury occurred as stated?	Yes No
	If no, explain: _____		

	Manager:	Are you satisfied that the injury occurred as stated?	Yes No
	If no, explain: _____		

	Was the incident witnessed? Yes No		
	If yes, provide the names of witnesses and ask that each prepare a witness statement.		
	Witness: Name	Title	Phone
	Name	Title	Phone
	Did employee seek medical attention? Yes No		
	If yes, where?		
	a. Facility: _____		
	b. Address: _____ (street, town, zip code)		
Did the employee seek medical attention away from the worksite?		Yes No	
Was the employee treated in an emergency room?		Yes No	
Was the employee hospitalized overnight as an in-patient?		Yes No	
Do you feel claim warrants further investigation?		Yes No	
Please attach if possible any information you feel would be useful to HRD/WC Section (i.e. claimant's job description, etc.) in managing this claim.			
_____ Supervisor Signature		_____ Please print name	
Title: _____		Date _____	

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**WORKERS' COMPENSATION
AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS**

Employee's Name: _____

Social Security Number XXX-XX-_____

Address: _____

Telephone Number: _____

Employing Agency and Location: UMA4
UMASS Amherst

Date of injury: _____
mm/dd/yyyy

I am filing a claim for workers' compensation benefits and hereby authorize any hospital or other medical provider to release to the Human Resources Division (HRD), Workers' Compensation Section, **any and all information relative to my claim for benefits, including, but not limited to, psychiatric records, records pertaining to HIV (AIDS) or other records especially those protected by law.** I understand that HRD may share this information with my employer, medical and or vocation rehabilitation consultants, utilization review consultants, physicians and other medical care providers and other state agencies involved in the workers' compensation process and I hereby authorize such release to the other persons and entities described.

Signature: _____ Date: _____

Body Parts List

Head	Hip/Buttocks/Groin (Buttocks)	Upper Extremities
Brain	Hip/Buttocks/Groin (Groin)	Arm(s), unspecified (Left)
Ear(s), unspecified	Hip/Buttocks/Groin (Hips)	Arm(s), unspecified (Right)
Ear(s), external	Shoulder(s) (Left)	Arm(s), unspecified (Both)
Ear(s), internal	Shoulder(s) (Right)	Arm(s), unspecified (Armpit)
Eye(s) (Left)	Shoulder(s) (Both)	Arm(s), upper (Left)
Eye(s) (Right)	Trunk, Multiple	Arm(s), upper (Right)
Eye(s) (Both)	Lower Extremities	Arm(s), upper (Both)
Face, unspecified	Leg(s), unspecified (Left)	Elbow(s) (Left)
Jaw, Chin	Leg(s), unspecified (Right)	Elbow(s) (Right)
Mouth & Throat (Lips)	Leg(s), unspecified (Both)	Elbow(s) (Both)
Mouth & Throat (Multiple)	Knee(s) (Left)	Arm(s), lower (forearm) (Left)
Mouth & Throat (Tongue)	Knee(s) (Right)	Arm(s), lower (forearm) (Right)
Mouth & Throat (Tooth/teeth)	Knee(s) (Both)	Arm(s), lower (forearm) (Both)
Mouth & Throat (Unspecified)	Leg(s), lower (e.g. calf, shin) (Left)	Arm(s), multiple (Left)
Mouth & Throat (Internal (e.g. vocal cords, larynx))	Leg(s), lower (e.g. calf, shin) (Right)	Arm(s), multiple (Right)
Nose	Leg(s), lower (e.g. calf, shin) (Both)	Arm(s), multiple (Both)
Face, multiple	Leg(s), multiple (Left)	Wrist(s) (Left)
Face (Cheeks)	Leg(s), multiple (Right)	Wrist(s) (Right)
Face (Forehead)	Leg(s), multiple (Both)	Wrist(s) (Both)
Scalp	Leg(s), upper (e.g. thigh, hamstring) (Left)	Hand(s), not wrist/fingers (Left)
Skull	Leg(s), upper (e.g. thigh, hamstring) (Right)	Hand(s), not wrist/fingers (Right)
Head, Multiple	Leg(s), upper (e.g. thigh, hamstring) (Both)	Hand(s), not wrist/fingers (Both)
Head	Ankle (Left)	Finger(s)
Neck	Ankle (Right)	Upper Extremities, multiple (Left)
Neck & cervical vertebrae	Ankle (Both)	Upper Extremities, multiple (Right)
Trunk	Foot or Feet, except ankle/toe (Left)	Upper Extremities, multiple (Both)
Trunk, UNS	Foot or Feet, except ankle/toe (Right)	Other
Abdomen, internal organs/hernia	Foot or Feet, except ankle/toe (Both)	Other (Body system)
Back	Toe(s)	Other (Multiple body parts)
Chest/Breastbone (Internal organs)	Lower Extremities, multiple (Left)	Non-Classifiable
Chest/Breastbone (Ribs, breastbone)	Lower Extremities, multiple (Right)	
	Lower Extremities, multiple (Both)	

List of Injury Types

Acute Injuries	Mental disorders
Amputation, enucleation	Mental disorders (Anxiety attacks)
Asphyxia, suffocation	Mental disorders (Other mental disorder or syndrome)
Burn, heat	Mental disorders (Stress)
Burn, chemical	Other Work-related diseases/disorders
Concussion	Other occupational disease
Contusion, crushing, bruise	Diseases of central nervous system
Cut, laceration, puncture (Except needlestick injury)	Diseases of peripheral nerves and ganglia
Cut, laceration, puncture (Needlestick/sharp injury)	Disease of the blood and blood forming organs
Cut, laceration, puncture (Splinter, chip (foreign body))	Disease of the gastro-intestinal tract
Dislocation	Carpal tunnel syndrome
Fracture	Poisoning and toxic effects
Effects of exposure to low temperature	Other poisoning due to toxic materials
Effects of environmental heat	Effects of lead
Hernia, rupture	Respiratory conditions
Effects of radiation	Other respiratory condition
Scratches, abrasion	Upper respiratory condition (e.g. allergic rhinitis)
Sprains, strains	Asthma
Multiple injuries	Asbestosis
Effects of atmospheric pressure	Silicosis
Bite/Burn/Other Injury (Bite, animal)	Influenza/Pneumonia (Influenza)
Bite/Burn/Other Injury (Bite, human)	Influenza/Pneumonia (Pneumonia)
Bite/Burn/Other Injury (Bite, insect)	Skin conditions
Bite/Burn/Other Injury (Burn, other)	Dermatitis
Bite/Burn/Other Injury (Other injury)	Infections of the skin
Electric shock/electrocution	Other skin conditions
Heart/Circulatory System Conditions	Tumor, cancer
Heart/Circulatory System (Heart condition/attack)	Tumor, unspecified
Heart/Circulatory System (High blood pressure)	Malignant Tumor
Heart/Circulatory System (Stroke or other circulatory condition)	Benign Tumor
Hearing and eye disorders	Symptoms, ill defined conditions
Hearing loss or impairment	Symptoms, ill defined conditions (Back pain, hurt back)
Conjunctivitis	Symptoms, ill defined conditions (Chest pains)
Other diseases of the eye	Symptoms, ill defined conditions (Dizziness)
Infectious or parasitic diseases	Symptoms, ill defined conditions (Headaches, migraine)
Tetanus	Symptoms, ill defined conditions (Nausea, vomiting)
Tuberculosis	Symptoms, ill defined conditions (Pain/Soreness, except back or chest)
Infectious/Parasitic Diseases (Lyme disease)	Symptoms, ill defined conditions (Sick building syndrome)
Infectious/Parasitic Diseases (Other infectious or parasitic diseases)	Symptoms, ill defined conditions (Other symptoms and ill defined conditions)
Hepatitis - viral	Other
Inflammation of the joints or tendons	No injury or illness
Joint Inflammation, etc. (Arthritis)	Damage to prosthetic devices
Joint Inflammation, etc. (Bursitis)	Non-classifiable (Exposure to saliva/body fluids)
Joint Inflammation, etc. (Other Inflammation of the joints)	Non-classifiable (Non-classifiable)
Joint Inflammation, etc. (Sciatica)	Complications peculiar to medical care
Joint Inflammation, etc. (Tendonitis)	