



## Employee Incident Report

For Office use only

Report only \_\_\_\_\_ File Claim \_\_\_\_\_

Claim # \_\_\_\_\_

Medical Report Attached \_\_\_\_\_

Date of Injury \_\_\_\_\_

Time of Injury \_\_\_\_\_

Campus HPT\_\_ HVW\_\_ GBR\_\_ YKR\_\_ SFD\_\_ GTR\_\_

Employee's Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Hire \_\_\_\_\_

Type of Injury? \_\_\_\_\_

Briefly describe the injury

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

Did Injury occur on the premises? \_\_\_\_\_, location \_\_\_\_\_

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

Witness Name \_\_\_\_\_ Number \_\_\_\_\_

Witness Name \_\_\_\_\_ Number \_\_\_\_\_

When was supervisor Notified? \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reported by \_\_\_\_\_

Date \_\_\_\_\_



Employee Name \_\_\_\_\_ Claim # \_\_\_\_\_

**Post Injury Follow Up**

Employee received medical treatment: \_\_Yes \_\_No If yes, where? \_\_\_\_\_

Name of Physician \_\_\_\_\_

Physicians Diagnosis \_\_\_\_\_

Physicians Instructions \_\_\_\_\_

Work Status \_\_\_\_\_

Work Restrictions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes**

Report prepared by \_\_\_\_\_ Date \_\_\_\_\_