FIRST REPORT of Injury or Occupational Disease

Montana Schools Group
WCRRP
Workers' Compensation Risk Retention Program

Send Completed form to:
MTSBA Insurance Services
PO Box 7029
Helena, MT 59604

Toll Free: 1-877-667-7392
Fax: 406-457-4505

Worker

Last Name	First Name	M.I.	Date of Birth (m/d/yyyy)	Social Security Number

Home Address	City	State	Postal Code

Phone Number	Education	Gender	Marital Status	Number of Dependants
	☐ Less Than High School ☐ GED or High School Diploma ☐ Beyond High School	☐ Male ☐ Unknown ☐ Female	☐ Married ☐ Separated ☐ Single ☐ Unknown	

Wages

Date Hired	Gross earnings for Four pay periods preceding the injury	Date/Amount /	Date/Amount /	Date/Amount /	Date/Amount /

Employment Status	Number of days worked per week:	Wage:	
☐ Full Time ☐ Part Time ☐ Seasonal ☐ Volunteer		☐ Hour ☐ Week ☐ month ☐ Other: ☐ Day ☐ Bi-weekly ☐ year	

In addition to Gross Earnings cited above worker received: ☐ Overtime ☐ Bonus ☐ Other Estimated Value:	Hours worked per day:	

Worked next scheduled shift	Off work more than 6 work days	Date Last Worked	Date of Return to Work	Full wages paid for date of Injury?	Salary Continued?
☐ Yes ☐ No	☐ Yes ☐ No ☐ Not Sure			☐ yes ☐ No	☐ Yes ☐ No

Occupation of injured worker	Injured assigned to:	School site/Building where injured works	Payroll classifcation code:
	☐ Elementary ☐ Middle ☐ High school ☐ Amin.		☐ 8868 ☐ 9101

Accident Description

Description of Accident:

Cause of Injury	Cause Code	Part of Body	Part Code	Nature of Injury	Nature Code	Date and Time of Injury /

Date Disability Began:	Date of Death:	Names of witnesses:	1)	2)	3)

Accident on employer's premises? ☐ Yes ☐ No	Accident address or location if off premises: Address:	City:	State:	Postal code:

Date employer notified:	Accident Reported to:	Safety equipment provided? ☐ Yes ☐ No	Safety Equipment used? ☐ Yes ☐ No

Medical

Attending Physician's Name:	Address:	City	State/zip	Phone number:

Hospital name:	Address:	City	State/zip	Phone number:

Type of initial medical treatment received: ☐ No Treatment ☐ Emergency room ☐ Treatment on-site by employer or medical Staff ☐ Clinic/Dr. Office ☐ Hospital

Signature

This is my claim for workers' compensation benefits due to the on-the-job injury, occupation disease or death of the above named worker. **I understand** that signing this claim for compensation authorizes the release of rehabilitation records, Social Security records and health care information (medical records) relevant to this claim to the workers' compensation insurer and the insurer's agents. **I also understand** that if I obtain or exert unauthorized control over workers' compensation benefits, I may be fined and/or imprisoned.

Signature of Injured Worker or Beneficiary: Date:

Employer

Employer Name:	Doing Business as:	Federal Employer Identification Number (tax I.D.)
BILLINGS PUBLIC SCHOOLS		81-6001088

Mailing Address:	City:	State:	Postal Code:	Phone Number:
415 North 30th Street	Billings,	MT	59101	(406) -281-5116

Location of operation, if different from mailing address:	Nature of Business or SIC Code:	Self-Insured?
	School District	☐ Yes ☐ No

Do you have any reason to question this accident? ☐ Yes ☐ No	If yes, please explain fully. Use separate sheet if you need additional space.	Was worker injured while in your employ? ☐ yes ☐ no

Prepared by:	Official Title:	Date:
LAURIE BOGERS	Secretary III	

Authorized Employer's Signature:	Title:	Date:

Insurer

Claim Administrator's Claim Number:	Date reported to Claim Administrator:	The above information is correct with the following exceptions: ☐ (Attach extra sheets if box at right is checked)

Claim Administrator's Name:	Claim Administrator's Address:	FEIN:
MTSBA INSURANCE SERVICES	PO Box 7029, Helena, MT 59604	81-0460841

Insurance Company Name:	Policy Number:	Policy Effective Date:	Policy Expiration Date:
Montana Schools Group Insurance Authority/ WCRRP			