# GEORGIA STATE BOARD OF WORKERS' COMPENSATION

## EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE

**NOTE: FAILURE TO SUBMIT THIS REPORT TO INSURER IMMEDIATELY MAY RESULT IN PENALTY. MUST BE TYPED OR PRINTED IN BLACK INK.**

| Board Claim No. | Employee Last Name | Employee First Name | M.I. | Date of Injury |
|---|---|---|---|---|
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### A. IDENTIFYING INFORMATION

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|---|---|---|---|---|
| **EMPLOYEE** | ☐ Male ☐ Female | Birthdate | Phone Number | Employee E-mail |
| Mailing Address | | City | State | Zip Code |
| **EMPLOYER** | Name | NAICS Code | Nature of Business (Trade, Transport, Mfg.,etc.) | |
| Mailing Address | | Phone Number | Employer FEIN | |
| City | State | Zip Code | Employer E-mail | |
| **INSURER / SELF-INSURER** | Name | Insurer/Self-Insurer FEIN | Insurer/ Self-Insurer File # | |
| **CLAIMS OFFICE** | Name | Claims Office FEIN # | Claims Office Phone | Claims Office E-mail |
| SBWC ID# (five digit no.) | Mailing Address | City | State | Zip Code |

| | | | | |
|---|---|---|---|---|
| **EMPLOYMENT/WAGE** | Date Hired by Employer | Job Classified Code No. | Number of Days Worked Per Week | Wage rate at time of Injury or Disease: ☐ per Hour ☐ per Day ☐ per Week ☐ per Month |
| Insurer Type Code ☐I – Insurer ☐S-Self-insurer ☐Group Fund | List Normally Scheduled Days Off | | | |

| | | | | |
|---|---|---|---|---|
| **INJURY/ILLNESS & MEDICAL** | Time of Injury ☐ am ☐ pm | County of Injury | Date Employer had knowledge of Injury | Enter First Date Employee Failed to Work a Full Day |
| Did Employee Receive Full Pay on Date of Injury? ☐ Yes ☐ No | Did Injury/Illness Occur on Employer's premises? ☐ Yes ☐ No | Type of Injury/Illness | Body Part Affected | |
| How Injury or Illness / Abnormal Health Condition Occurred | | | | |
| Treating Physician (Name and Address) | Initial Treatment Given: ☐ None ☐ Minor: By Employer ☐ Minor: Clinical/Hospital ☐ Emergency Room ☐ Hospitalized > 24hrs | Hospital / Treating Facility (Name and Address) | If Returned to Work, Give Date: / Returned at what wage per Week / If Fatal, Enter Complete Date of Death | |
| Report Prepared By (Print or Type) | | Telephone Number | Date of Report | |

### ☐ B. INCOME BENEFITS Form WC-6 must be filed if weekly benefit is less than maximum

Previously Medical Only ☐ Yes ☐ No

Average Weekly Wage: $ _____ Weekly benefit: $ _____ Date of disability:

Date of first Payment: _____ Compensation paid: $ _____ or Date salary paid: _____ Penalty paid: $ _____

BENEFITS ARE PAYABLE FROM _____ FOR:

☐ Temporary total disability ☐ Temporary partial disability ☐ Permanent partial disability of _____ % to _____ for _____ weeks.

UNTIL _____ WHEN THE EMPLOYEE ACTUALLY RETURNED TO WORK WITHOUT RESTRICTIONS. ALL OTHER SUSPENSIONS REQUIRE THE FILING OF FORM WC-2 WITH THE STATE BOARD OF WORKERS' COMPENSATION AND THE EMPLOYEE.

### ☐ C. NOTICE TO CONTROVERT PAYMENT OF COMPENSATION

Benefits will not be paid because:

### ☐ D. MEDICAL ONLY INJURY (No indemnity benefits are due and/or have NOT been controverted.)

| Insurer / Self-Insurer: Type or Print Name of Person Filing Form | Signature | Date |
|---|---|---|
| Phone Number | E-mail | |

**IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT http://www.sbwc.georgia.gov**

**WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO $10,000.00 PER VIOLATION (O.C.G.A. § 34-9-18 AND § 34-9-19).**

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## A. NOTICE TO EMPLOYER

1. Provide prompt medical attention; allow the employee to select a physician from your posted panel, and explain the panel to the employee.

2. Complete Section A of this Form immediately upon your knowledge of an injury and send the WC-1 to your insurance company or self-insurer claims office. **FAILURE TO DO SO MAY RESULT IN A PENALTY**.
   Do not send this form to the State Board of Workers' Compensation. If you need additional help, call your insurance company or self-insurer claims office.

3. Report serious injuries immediately by telephone to your insurer's claims department, then file this form with your insurance company or self-insurer claims office.

## B. NOTICE TO INSURER / SELF-INSURER

Upon receipt of this form, check to see that it is complete and accurate. Be sure to list the correct insurance company and their SBWC ID number.

Complete Section B, C, or D and file with the Board and send a copy of both sides of the Form to the employee and all counsel of record within 21 days of the employer's knowledge of disability, injury, or death.

Section B is completed when indemnity benefits are paid or due, including salary in lieu.

Section C is completed when claim is controverted in full or in part.

Section D is completed when no indemnity benefits are due and/or have NOT been controverted.

Form WC-6 must be filed if weekly benefits are less than the maximum.

## C. NOTICE TO EMPLOYEE

This form is provided for your information only.

If Section B is completed, you will receive income benefits on a weekly basis and the employer will pay medical expenses from approved doctors. If you do not receive payment of benefits, or medical bills are not paid, call your employer or your employer's insurance company or self-insurer claims office.

If Section C is completed, your claim of injury has been denied by the employer/insurer. If you disagree with this denial, you must file a Form WC-14 Notice of Claim within one year of the accident with the **State Board of Workers' Compensation, 270 Peachtree Street N.W., Atlanta, Georgia 30303-1299.**

If Section D is completed, you will receive medical benefits only. At this time, indemnity benefits are not due. If your medical bills are not paid, call your employer or your employer's insurance company or self-insured claims office.

For information or assistance, contact:

STATE BOARD OF WORKERS' COMPENSATION

Toll Free: 1-800-533-0682
Atlanta: (404) 656-3818

https://sbwc.georgia.gov