

**EMPLOYEE'S REPORT OF INJURY**  
**(To be completed and signed by the employee)**

Company Name: \_\_\_\_\_ Division: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Job Title: \_\_\_\_\_ Dept.: \_\_\_\_\_ Date of Hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Injury: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M. Date Injury Reported: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To whom did you report the injury? \_\_\_\_\_

Where were you when the injury occurred? \_\_\_\_\_

Witness(es): \_\_\_\_\_

What activity were you performing when the injury occurred (example: lifting, pushing, etc.): \_\_\_\_\_

Describe how the injury happened: \_\_\_\_\_

Type of injury and what body part was injured: \_\_\_\_\_

Give name and address of treating physician/hospital: \_\_\_\_\_

Have you had prior claims or treatment related to the same body part(s)? YES NO

This is my description of the accident. As provided by Section 4123.651 ( C ) of the Ohio Revised Code, I hereby permit the release of medical information, records and reports, relative to the issues necessary for the administration of my Workers' Compensation claim to the Industrial Commission of Ohio, the Ohio Bureau of Workers' Compensation, Medical Administrators, Inc., the employer or their representative, as such medical information, records and reports may possibly pertain to a condition either allowed or alleged in my claim, or to consider payment or to determine the eligibility of payment of compensation and medical benefits under my Workers' Compensation claim. A copy shall be as good as the original.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date form was completed

**Fax Injury Report to Spooner Medical Administrators at (440)899-2411**