

Workers Compensation State Claim Kit

Arizona





## **Table of Contents**

| BHHC AZ Claims I | Kit Introductory Letter - 3/2024                                     | 1  |
|------------------|--|----|
| BHHC Requireme   | nts for AZ Posting Notice and Posting Documents (3/2024 and 01/2015) | 2  |
| AZ Form ICA 04-0 | 0101 - Employer's Report of Industrial Injury - 05/2016              | 11 |
| AZ Form ICA 04-0 | 0407 - Workers' Report of Injury - 02/2025                           | 12 |
| BHHC Authorizati | ion for the Release of Information (English & Spanish) - 8/2023      | 13 |
| BHHC Medical His | story Request – 8/2023   | 15 |
| BHHC General Em  | nployee Incident Report - 8/2023                                     | 16 |
|                  | English  | 16 |
|                  | Spanish  | 17 |
| BHHC General Su  | pervisor Incident Report - 8/2023                                    | 18 |
|                  | English  | 18 |
|                  | Spanish  | 20 |
| BHHC General Wi  | tness Incident Report - 9/2023                                       | 22 |
|                  | English  | 22 |
|                  | Spanish  | 23 |
| BHHC Express Sc  | ripts First Fill Form (English & Spanish) – 02/2025                  | 24 |
| BHHC Workers' Co | ompensation Fraud Posters - 3/2024                                   | 26 |
|                  | English  | 26 |
|                  | Spanish  | 27 |



P.O. Box 881236 San Francisco, CA 94188 (888) 495-8949 bhhc.com

#### Dear Policyholder,

Thank you for placing your workers compensation coverage with Berkshire Hathaway Homestate Companies (BHHC). We look forward to working with you to fulfill all your workers compensation needs.

Enclosed you will find documentation necessary for the processing and administration of a claim in the event of a workplace injury, as well as important information regarding workers compensation requirements for your state (i.e. posting notices, compliance laws, etc). Please utilize the documents included to collect valid information regarding the injured employee and incident, and send the documents in when reporting the claim or upon request. Any completed document should be sent directly to BHHC using mail, e-mail, or fax. The assigned claims professional will forward necessary documentation onto the appropriate state entity.

It is critical that you promptly report all new claims using one of the methods listed to the right.

Arizona state law recommends employers report every industrial injury or occupational disease claim to their workers compensation carrier as soon as possible or within five days of employer knowledge of injury.

State law also requires that employers authorize initial medical treatment within 24 hours of knowledge that an occupational injury of illness has been sustained or reported, regardless of the legitimacy of the claim. Failure to comply may result in the loss of "medical control" and a significant increase in the potential claim cost.

We will attempt to contact you and the injured worker within 24 hours of receiving the First Report of Injury. Your cooperation in allowing the injured employee to speak with one of our Claims Professionals is appreciated.

Should you have any questions regarding the contents of this kit, a claim, or claim reporting, please contact our Customer Care Center at (888) 495-8949. Questions regarding your insurance policy or coverage should be directed to your broker or agent. We thank you for choosing BHHC as your workers compensation carrier and look forward to providing you superior customer service and compassionate care for your injured workers.

#### BERKSHIRE HATHAWAY HOMESTATE COMPANIES

#### Report a Claim

#### Online

bhhcpolicyholder.bhhc.com/ Client/External/Claims

#### Phone

(800) 661-6029

#### Fax

(800) 661-6984

#### E-mail

newclaim@bhhc.com







#### Notice to Employees RE Arizona Workers Compensation Law Poster

- Post in one or more conspicuous places at all business locations.
- Must contain the insurance carrier's name and contact information and the policy number

To complete the form, please enter the name of your designated insurance carrier and your policy number in the spaces provided. For your convenience, our other contact information has been entered on the Poster.

(AZ Revised Statutes § 23-906, § 23-964)

## Requirements for Form ICA 04-615-01 – Work Exposure to Bodily Fluids Poster and Work Exposure to MRSA, Spinal Meningitis, OR TB Poster

Both documents must be posted immediately next to the Notice to Employees RE Arizona Workers' Compensation Law Poster

Please note, we have also included the Report of Significant Work Exposure to Bodily Fluids or Other Infectious Material From to be distributed to workers for reporting purposes.

(AZ Revised statutes § 23-1043.02{F), § 23-1043.03{F), § 23-1043.04(F}, AZ Administrative Code § R20-5-106 (11), § R 20-5-164)

| TO | RF | POS | TFD | RY | <b>FMP</b> | LOYE | R |
|----|----|-----|-----|----|------------|------|---|
|    |    |     |     |    |            |      |   |

POLICY NUMBER

#### NOTICE TO EMPLOYEES

RE: ARIZONA WORKERS' COMPENSATION LAW

All employees are hereby notified that this employer has complied with the provisions of the Arizona Workers' Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all the rules and regulations of The Industrial Commission of Arizona made in pursuance thereof, and has secured the payment of compensation to employees by insuring the payment of such compensation with:

All employees are hereby further notified that in the event they do not specifically reject the provisions of the said compulsory law, they are deemed by the laws of Arizona to have accepted the provisions of said law and to have elected to accept compensation under the terms thereof; and that under the terms thereof employees have the right to reject the same by written notice thereof prior to any injury sustained, and that the blanks and forms for such notice are available to all employees at the office of this employer.

\*\*\*\*\*

PARA SER COLOCADO POR EL PATRON

NUMERO DE POLIZA

#### **AVISO A LOS EMPLEADOS**

RE: LEY DE COMPENSACION PARA LOS TRABAJADORES DE ARIZONA

A todos los empleados se les notifica por este medio que este patron ha cumplido con las provisiones de la Ley de Compensacion para los Trabajadores de Arizona (Titulo 23, Capitulo 6, Estatutos Enmendados de Arizona) tal como han sido enmendados, y con todas las regias y ordenanzas de La Comision Industrial de Arizona hechas en cumplimiento de esta, y ha asegurado el pago de compensacion a los empleados garantizando el pago de dicha compensacion por medio de:

Ademas, a todos los empleados se les notifica por este medio que en caso de que especificadamente ellos no rechazen las disposiciones de dicha ley obligatoria, se les considerara bajo las leyes de Arizona de haber aceptado las provisiones de dicha ley y de haber escogido aceptar la compensacion bajo estos terminos; tambien bajo estos terminos los empleados tienen el derecho de rechazar la misma por medio de una notificacion por escrito antes de que sufran alguna lesion, todos los formularios o formas en blanco para tal notificacion por escrito estaran disponibles para todos los empleados en la oficina de este patron.

\*\*\*\*

KEEP POSTED IN A CONSPICUOUS PLACE.

COLOQUESE EN LUGAR VISIBLE.

#### **WORK EXPOSURE TO BODILY FLUIDS**

#### NOTICE TO EMPLOYEES

Re: Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) & Hepatitis C

Employees are notified that a claim may be made for a condition, infection, disease, or disability involving or related to the Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), or Hepatitis C within the provisions of the Arizona Workers' Compensation Law, and the rules of The Industrial Commission of Arizona. Such a claim shall include the occurrence of a significant exposure at work, which generally means contact of an employee's ruptured or broken skin or mucous membrane with a person's blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. AN EMPLOYEE MUST CONSULT A PHYSICIAN TO SUPPORT A CLAIM. Claims cannot arise from sexual activity or illegal drug use.

Certain classes of employees may more easily establish a claim related to HIV, AIDS, or Hepatitis C if they meet the following requirements:

- 1. The employee's regular course of employment involves handling or exposure to blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. Included in this category are health care providers, forensic laboratory workers, fire fighters, law enforcement officers, emergency medical technicians, paramedics and correctional officers.
- 2. **NO LATER THAN TEN (10) CALENDAR DAYS** after a possible significant exposure which arises out of and in the course of employment, the employee reports in writing to the employer the details of the exposure as provided by Commission rules. Reporting forms are available at the office of this employer or from the Industrial Commission of Arizona, 800 W. Washington, Phoenix, Arizona 85007, (602) 542-4661 or 2675 E. Broadway, Tucson, Arizona 85716, (520) 628-5181. If an employee chooses not to complete the reporting form, that employee may be at risk of losing a prima facie claim.
- 3. **NO LATER THAN TEN (10) CALENDAR DAYS** after the possible significant exposure the employee has blood drawn, and **NO LATER THAN THIRTY (30) CALENDAR DAYS** the blood is tested for **HIV OR HEPATITIS C** by antibody testing and the test results are negative.
- 4. **NO LATER THAN EIGHTEEN (18) MONTHS** after the date of the possible significant exposure at work, the employee is retested and the results of the test are HIV positive or the employee has been diagnosed as positive for the presence of HIV, or **NO LATER THAN SEVEN (7) MONTHS** after the date of the possible significant exposure at work, the employee is retested and the results of the test are positive for the presence of Hepatitis C or the employee has been diagnosed as positive for the presence of Hepatitis C.

## KEEP POSTED IN CONSPICUOUS PLACE NEXT TO WORKERS' COMPENSATION NOTICE TO EMPLOYEES

THIS NOTICE IS APPROVED BY THE INDUSTRIAL COMMISSION OF ARIZONA FOR CARRIER USE

#### **EXPOSICION A FLUIDOS CORPORALES EN EL TRABAJO**

#### **AVISO A LOS EMPLEADOS**

Re: El Virus de la Inmunodeficiencia Humana (VIH), Síndrome de la Inmundeficiencia Adquirida (SIDA) y Hepatitis C

Se les notifica a los empleados que se puede hacer una reclamación por una condición, infección, enfermedad o incapacidad relacionada con o derivada del Virus de Inmunodeficiencia Humana (VIH), Síndrome de Inmunodeficiencia Adquirida (SIDA), o Hepatitis C bajo lo provisto por la Ley de Compensación para los Trabajadores de Arizona y las reglas de La Comisión Industrial de Arizona. Tal reclamación debe incluír el suceso de una exposición importante en el trabajo, la que por lo general significa contacto de alguna ruptura de la piel o mucosa del empleado con la sangre, semen, fluido vaginal, fluido(s) quirúrgico(s) o cualquier otro fluido de una persona que contenga sangre. EL EMPLEADO DEBE CONSULTAR A UN MEDICO PARA CONFIRMAR SU RECLAMACION. Las reclamaciones no pueden resultar de actividad sexual o uso ilícito de drogas.

Ciertas clases de empleados pueden establecer más fácilmente una reclamación relacionada con el VIH, SIDA O Hepatitis C si reúnen los requisitos siguientes:

- 1. El curso regular del empleo del empleado requiere el manejo de o la exposición a sangre, semen, fluido vaginal, fluido(s) quirúrgico(s) o cualquier otro fluido que contenga sangre. Incluídos en esta categoría son los proveedores de cuidados de la salud, trabajadores de laboratorios forenses, bomberos, agentes policiales, técnicos médicos de emergencia, paramédicos y agentes correccionales.
- 2. **NO MAS DE DIEZ (10) DIAS DE CALENDARIO** después de una possible exposición importante que resulta de y en el curso de su trabajo, el empleado reporta a su patrón por escrito los detalles de la exposición como lo proveen las reglas de la Comisión. Las formas de reporte están disponibles en la oficina de este patrón o de la Comisión Industrial de Arizona, 800 W. Washington, Phoenix, Arizona 85007, (602) 542-4661 o 2675 E. Broadway, Tucson, Arizona 85716, (520) 628-5181. Si un empleado elige no llenar la forma de reporte, ese empleado corre el riesgo de perder una reclamación de prima facie.
- 3. NO MAS DE DIEZ (10) DIAS DE CALENDARIO después de una posible exposción importante el empleado va a que le saquen sangre, y NO MAS DE TREINTA (30) DIAS DE CALENDARIO la sangre es analizada para VIH O HEPATITIS C por medio de análisis de anticuerpos y el análisis resulta negativo.
- 4. **NO MAS DE DIECIOCHO (18) MESES** después de la fecha de la posible exposición importante en el trabajo, el empleado es examinado nuevemente y los resultados del análisis son positivos por VIH o el empleado ha sido diagnosticado como positivo por la presencia de VIH, o **NO MAS DE SIETE (7) MESES** después de la fecha de la posible exposición importante en el trabajo, el empleado es examinado nuevamente y los resultados del análisis son positivos por la presencia de Hepatitis C o el empleado ha sido diagnosticado como positivo por la presencia de Hepatitis C.

## MANTENER FIJO EN UN LUGAR SOBRESALIENTE JUNTO AL AVISO A LOS EMPLADOS SOBRE COMPENSACION PARA TRABAJADORES

ESTE AVISO HA SIDO APROBADO POR LA COMISION INDUSTRIAL DE ARIZONA PARA USO DE LAS ASEGURADORAS

Este documento es una traduccion del texto original escrito en ingles. Esta traduccion no es oficial y no es vinculante para este estado o para una subdivision politica de este estado.

This document is a translation from original text written in English. This translation is unofficial and is not binding on this state or a political subdivision of this state.

## WORK EXPOSURE TO METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA), SPINAL MENINGITIS, OR TUBERCULOSIS (TB)

#### **Notice to Employees**

Employees are notified that a claim may be made for a condition, infection, disease or disability involving or related to MRSA, spinal meningitis, or TB within the provisions of the Arizona Workers' Compensation Law. (A.R.S. § 23-1043.04) Such a claim shall include the occurrence of a significant exposure at work, which is defined to mean an exposure in the course of employment to aerosolized MRSA, spinal meningitis or TB bacteria. Significant exposure also includes exposure in the course of employment to MRSA through bodily fluids or skin.

Certain classes of employees (as defined below) may more easily establish a claim related to MRSA, spinal meningitis or TB by meeting the following requirements:

- The employee's regular course of employment involves handling or exposure to MRSA, spinal meningitis or TB. For purposes of establishing a claim under this section, "employee" is limited to firefighters, law enforcement officers, correction officers, probation officers, emergency medical technicians and paramedics who are not employed by a health care institution;
- 2. No later than thirty (30) calendar days after a possible significant exposure, the employee reports in writing to the employer the details of the exposure;
- 3. A diagnosis is made within the following time-frames:
  - For a claim involving MRSA, the employee must be diagnosed with MRSA within fifteen (15) days after the employee reports pursuant to Item No. 2 above;
    - b. For a claim involving spinal meningitis, the employee must be diagnosed with spinal meningitis within two (2) to eighteen (18) days of the possible significant exposure; and
    - c. For a claim involving TB, the employee is diagnosed with TB within twelve (12) weeks of the possible significant exposure.

Expenses for post-exposure evaluation and follow-up, including reasonably required prophylactic treatment for MRSA, spinal meningitis, and TB is considered a medical benefit under the Arizona Workers' Compensation Act for any significant exposure that arises out of and in the course of employment if the employee files a claim for the significant exposure or the employee reports in writing the details of the exposure. Providing post-exposure evaluation and follow-up, including prophylactic treatment, does not, however, constitute acceptance of a claim for a condition, infection, disease or disability involving or related to a significant exposure.

Employers must post this notice in a conspicuous place next to the Workers' Compensation Notice to Employees.

## SIGNIFICANT EXPOSURE UNDER THE ARIZONA WORKERS' COMPENSATION ACT

In 2011, the Arizona Legislature amended the reporting requirements for a possible significant exposure to Methicillin-Resistant *Staphylococcus Aureus* (MRSA), which are found in Arizona Revised Statutes section 23-1043.04(B). Effective July 20, 2011, employees must report a possible significant exposure to MRSA that occurs at work to their employers within thirty calendar days after the possible significant exposure. Employees must also be diagnosed with MRSA within fifteen days after the employee reports the possible significant exposure to their employer(s). Employees should use the *updated form* to report significant exposure. Employers must display the updated *Notice to Employees* (poster) titled "Work Exposure to Methicillin-Resistant *Staphylococcus Aureus*, Spinal Meningitis or Tuberculosis (TB)." Reporting forms and posters, including the exposure reporting form and the Notice to Employees, are available from the Industrial Commission of Arizona's website at http://www.azica.gov.

#### What is a Significant Exposure Under the Arizona Workers' Compensation Act?

A report of significant work exposure to blood, bodily fluids, or other potentially infectious materials may be made by completing a form that reports this exposure. This form may be obtained from your employer or on the Industrial Commission of Arizona website at http://www.azica.gov. But, what is a "significant exposure"? In some instances, such as an exposure to bloodborne pathogens, you may not know if the blood, bodily fluids or other material to which you are exposed is infectious. In other instances, such as an exposure to Tuberculosis, MRSA, or Meningitis, you may know if the exposure is "significant" based on the symptoms of the person to whom you are exposed. Understanding the pathogens involved and how they are spread will help you answer the question, but if you have any concern as whether you should report the exposure, then you should "play it safe." Talk to your doctor, talk to your HR Department, or simply use this form to report what you believe to be a significant exposure. For more information regarding the requirements for filing a workers' compensation claim for a significant work exposure, and the presumptions that are available to certain classes of employees, please read the posters that are required to be posted at your workplace that contain this information. This information is also available on the Industrial Commission of Arizona website at http://www.azica.gov.

#### **Bloodborne Pathogens**

Bloodborne pathogens ("BBP") are disease causing organisms such as human immunodeficiency virus ("HIV"), hepatitis B, or hepatitis C that may be present in human blood or bodily fluids that are considered "other potentially infectious material." "Human Blood" includes human blood components and products made from human blood. "Other potentially infectious material" ("OPIM") includes semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any bodily fluid that is visibly contaminated with blood. Unless visibly contaminated with blood, these pathogens

This document has been prepared by the Industrial Commission of Arizona solely to provide general guidance concerning the topics addressed herein. The information contained in this document is not intended to create rights or obligations and is not intended to expand, limit, or in any manner modify applicable law, statutes or rule. The information contained in this document is believed to be accurate based on the information available as of January 2015.

Page 1 Revised January 2015

are not transferred through tears, saliva (except in dental procedures), or perspiration. An easier way to think about this is to remember that OPIM are bodily fluids that are intended to always remain inside the body, sexual fluids, and any human tissue that is intended to be covered by skin. A significant exposure to BBP may occur when you come into contact with blood or OPIM through a break or rupture in your skin (e.g., needlestick injury or you cut yourself with a sharp instrument contaminated with blood), or your mucous membranes (e.g. blood or OPIM gets in your eyes, nose, mouth, or you engage in sexual activity with an infected person). The CDC indicates that a human bite that breaks the skin should also be considered a significant exposure. Additional information on HIV and Hepatitis may be found at <a href="www.cdc.gov">www.cdc.gov</a>.

#### **Tuberculosis**

Tuberculosis (TB) is a contagious disease that spreads through the air. Only people who are sick with active TB disease in their lungs are infectious. When infectious people cough, sneeze, talk or sing, they propel TB germs, known as droplet nuclei, into the air. These germs can stay in the air for several hours, depending on the environment. While not normally transmitted within minutes or hours of sharing the same "airspace," a person needs only to inhale a small number of the TB germs to be infected. You do not get TB by just touching the clothes or shaking the hands of someone who is infected. Tuberculosis is spread (transmitted) primarily from person to person by breathing infected air during close contact. A person infected with active TB may show general symptoms of unexplained weight loss, loss of appetite, night sweats, fever, fatigue, and chills. Other symptoms of TB of the lungs include coughing for 3 weeks or longer, coughing up blood, and chest pain. Additional information on TB can be found at <a href="https://www.cdc.gov">www.cdc.gov</a>.

#### **MRSA**

Methicillin-Resistant Staphylococcus Aureus, also known as MRSA, is a potentially dangerous type of staph bacteria that has become resistant to one family of common antibiotics. MRSA is a contact risk. You can get MRSA through direct contact with an infected person, sharing personal items (such as towels or razors that have touched infected skin) or touching shared items (clothing, door knobs, workout benches, etc.). Most staph skin infections, including MRSA, appear as a bump or infected area on the skin that may be red, swollen, painful, warm to the touch, full of pus or other drainage, and accompanied by a fever. Many people describe it as looking like a spider bite. Additional information on MRSA can be found at www.cdc.gov.

#### Meningitis

Meningitis is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. The inflammation is usually caused by an infection of the fluid surrounding the brain and spinal cord. Meningitis is also referred to as spinal meningitis. Meningitis may develop in response to a number of causes, but it is usually caused by bacteria or viruses. Bacterial meningitis is spread from person to person through the exchange of respiratory and throat secretions, normally occurring through coughing, kissing, and sneezing. It is not spread through casual contact or by simply breathing the air where a person

This document has been prepared by the Industrial Commission of Arizona solely to provide general guidance concerning the topics addressed herein. The information contained in this document is not intended to create rights or obligations and is not intended to expand, limit, or in any manner modify applicable law, statutes or rule. The information contained in this document is believed to be accurate based on the information available as of January 2015.

Page 2 Revised January 2015

with meningitis has been. It is considered a "heavy droplet" contact risk, similar to a cold, but not nearly as contagious as the cold. Viral meningitis is also spread from person to person through respiratory secretions (saliva, sputum, or nasal mucus) of an infected person. It can also be spread from person to person through fecal contamination (which can occur when changing a diaper or using the toilet and not properly washing hands afterwards). An adult infected with meningitis may have a high fever, severe headache, stiff neck, sensitivity to bright light, sleepiness or trouble waking up, nausea, vomiting, or lack of appetite. Bacterial meningitis can be more severe and immediate care can be important. Additional information on meningitis can be found at www.cdc.gov.

This document has been prepared by the Industrial Commission of Arizona solely to provide general guidance concerning the topics addressed herein. The information contained in this document is not intended to create rights or obligations and is not intended to expand, limit, or in any manner modify applicable law, statutes or rule. The information contained in this document is believed to be accurate based on the information available as of January 2015.

Page 3 Revised January 2015

#### REPORT OF SIGNIFICANT WORK EXPOSURE TO BODILY FLUIDS OR OTHER INFECTIOUS MATERIAL

(This form is not a claim form, but a report of exposure. Forms to report a claim to the Industrial Commission are available at: www.azica.gov.

| (11113 101111 13 <u>110t</u> a claim is                                    | min, but a report of exposure.                | offins to repe | ort a claim to the maustrial comm   | ission are available                       | at. www.azica.gov | .)    |
|--|---|----------------|---|--|-------------------|-------|
| 1. Exposed Employee  | ast Name                                      | First          | Birth Date  | Job Title                                  |                   |       |
| 2. Address   | ast mame                                      | FIISt          | M.I.  | Phone No.                                  |                   |       |
| 3. Employer's Full Nan   | ie  |                |   |  |                   |       |
| 4. Employer's Address  |   |                |   |  |                   |       |
| 5. Date of Exposure  |   | ,              | Time of Exposure  |  |                   |       |
| 6. Address or Location   | of Exposure                                   |                |   |  |                   |       |
| 7. Describe the circums of any witnesses to the 6                          |   | osure, includ  | ding (if applicable) personal pr  | otective equipmen                          | nt worn and the n | ames  |
| 8. What were you expo<br>Blood Vaginal<br>Semen Surgical<br>Saliva Vomitus | fluid Broken skin<br>fluid(s) Mucous membrane | Urine<br>Feces | ages, personal items, etc.) Che<br>Any other fluid(s) containing blood<br>Airborne/Respiratory/Oral Secretion<br>or pus-filled/red/swollen/painful skin | d or infectious materia ns Other (specify) |                   |       |
| 9. Source person(s) info<br>Name   | rmation Unknown                               | Known          | DOB   | Phone No.                                  |                   |       |
| Address  |   |                | City  | State                                      | Zip               |       |
| 10. What part(s) of your membrane (be specific)                            |   | y fluids/infe  | ectious material? Did exposure  | take place throug                          | h your skin or mu | ucous |
| 11. Did you have any op<br>fluids/infectious materia                       |   | her breaks/r   | uptures in your skin or mucous  | s membrane that v                          | vere exposed to b | odily |
| I HAVE GIVEN THIS  | FORM TO MY EMPLO                              | YER AND        | HAVE RECEIVED A COPY  | OF THIS COM                                | IPLETE FORM       | .•    |
| EMPLOYEE SIGNAT  | URE   |                |   | DATE                                       |                   |       |
|  |   |                |   |  |                   |       |

- Other Required Steps to Establish Prima Facie Claim for HIV, AIDS or Hepatitis C (A.R.S. §§ 23-1043.02, -03; A.A.C. R20-5-164)
- 1. You must file this report with your employer no later than ten (10) days after your exposure.
- 2. You must have blood drawn no later than ten (10) calendar days after exposure.
- 3. You must have blood tested for HIV or Hepatitis C by Antibody Testing no later than thirty (30) calendar days after exposure and test results must be negative.
- 4. You must be tested or diagnosed as HIV positive no later than eighteen (18) months after the exposure, or tested and diagnosed as positive for the presence of Hepatitis C within seven (7) months after the exposure.
- 5. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis or positive blood test if you wish to receive benefits under the workers' compensation system.

#### Other Required Steps to Establish Prima Facie Claim for MRSA (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than thirty (30) days after your exposure.
- 2. For a claim involving MRSA, you must be diagnosed with MRSA within fifteen (15) days after you report in writing to your employer the details of the exposure.
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.

#### Other Required Steps to Establish Prima Facie Claim for Spinal Meningitis or TB (A.R.S. § 23-1043.04; A.A.C. R20-5-164)

- 1. You must file this report with your employer no later than ten (10) days after your exposure.
- 2. For a claim involving spinal meningitis, you must be diagnosed within two (2) to eighteen (18) days of the possible significant exposure and for a claim involving tuberculosis, you must be diagnosed within twelve (12) weeks of the possible significant exposure.
- 3. You must file a workers' compensation claim with the Industrial Commission of Arizona no later than one (1) year from the date of diagnosis if you wish to receive benefits under the workers' compensation system.

#### **EMPLOYER'S REPORT** OF INDUSTRIAL INJURY

#### INDUSTRIAL COMMISSION OF ARIZONA P.O. BOX 19070 PHOFNIX ARIZONA 85005-9070

|--|

|   | E AND SUBMIT THIS REPORT WITHIN 10                |                               |                        | FOR OSHA PURPOSES ONLY |                             |               |                |              |               |                                      |             |                                |               |                    |          |
|---|---|-------------------------------|------------------------|------------------------|-----------------------------|---------------|----------------|--------------|---------------|--------------------------------------|-------------|--------------------------------|---------------|--------------------|----------|
|   | CE OF ACCIDENT<br>TED WITHIN 24 HO                |                               | IES                    |                        |                             |               |                |              |               | OSHA Case #:                         |             |                                |               |                    |          |
| mployer must, on this                     | s form, notify his insura                         | ance carrier o                | of every               |                        |                             |               |                |              |               | RECORDABL                            | E INJU      | RY                             |               |                    |          |
| hich is claimed to ari                    | red by an employee, fa<br>se out of or in the cou | rse of employ                 | ment.                  |                        |                             |               |                |              |               | NON-RECOR                            | DABLE       | INJURY                         |               |                    |          |
| EMPLOYEE                                  | D STATUTES 23-9  1. LAST NAME                     | 108 & 23-106                  | 01                     | FIRS                   | Т                           |               | M.I.           |              | 2. SOCI       | AL SECURITY NUMBER                   | ₹ *         |                                | 3. BIRTI      | H DATE             |          |
| 4. HOME ADDRESS (N                        | UMBER & STREET)                                   |                               | CITY                   |                        |                             |               |                | l.           | STATE         | ZIP CODE                             |             | 5. TELEPHON                    | NE            |                    |          |
| 6. SEX MA                                 | LE FEMALE   | 7. MAR                        | RITAL STATUS:          |                        | SINGLE                      | MAR           | RIED           | DI           | VORCED        | WIDOWE                               | )           |                                |               |                    |          |
| EMPLOYER                                  | 8. EMPLOYER'S NAME                                | E                             |                        |                        |                             |               | 9. POLIC       | CY NUMB      | ER            |                                      | 10. N       | IATURE OF BUS                  | INESS (MAI    | NUFACTURING        | 3, ETC.) |
| 11. OFFICE ADDRESS (NUMBER & STREET) CITY |   |                               |                        |                        |                             |               |                | STATE        | ZIP CODE      | 1                                    | 12. TELEPHO | NE                             |               |                    |          |
| ACCIDENT                                  | 13. DATE OF INJURY                                | OR ILLNESS                    | 14. TI                 | ME OF E                | VENT                        |               |                | 15. TIM      | E EMPLOY      | YEE BEGAN WORK                       |             | 16. DATE EMP                   | PLOYER NO     | TIFIED OF INJ      | URY      |
| 17. LAST DAY OF WO                        | RK AFTER INJURY                                   | 18. DA                        | TE OF RETURN T         | O WORK                 |                             | 19. EMP       | PLOYEE'S O     | CCUPAT       | ION (JOB      | TITLE) WHEN INJURED                  | )           |                                |               |                    |          |
| 20. CLASS CODE ON I                       | PAYROLL REPORT                                    | 21. EM                        | IPLOYEE'S ASSIG        | NED DEF                | PARTMENT                    | 22. DEP       | ARTMENT N      | NUMBER       |               | 23. DID INJURY C                     |             | N EMPLOYER F                   | REMISES?      |                    |          |
| 24. ADDRESS OR LOC                        | ATION OF ACCIDENT                                 |                               |                        |                        | CITY                        |               |                |              |               | COUNTY                               |             | STA                            | TE            | ZIP CODE           |          |
| 25. WHAT WAS THE II                       | JURY OR ILLNESS? Tel                              | Il us the part of the         | he body that was a     | fected ar              | nd how it was affe          | ected; be m   | ore specific   | than "hurt   | t," "pain," o | r sore." Examples: "stra             | nined bad   | k"; "chemical bur              | n, hand"; "ca | rpal tunnel syn    | drome."  |
| 26. PART OF BODY IN                       | JURED   |                               |                        | 27.                    | FATAL                       | YES           |                | NO           | 28. IF        | THE EMPLOYEE DIED                    | WHEN        | DID THE DEATH                  | OCCUR? D      | ATE OF DEAT        | ſН       |
| 29. WAS EMPLOYEE 1<br>ROOM?               | REATED IN AN EMERGE                               |                               | NE OF PHYSICIAN        | OR OTH                 | ER HEALTH CA                | RE PROFE      | SSIONAL        | A            | DDRESS        |                                      | CITY        |                                |               | STATE              | ZIP CODE |
| 30. WAS EMPLOYEE H<br>AN IN-PATIENT?      | YES<br>OSPITALIZED OVERNIGI                       |                               | OSPITALIZED, HC        | SPITAL                 | NAME                        |               |                | A            | ADDRESS       |                                      | CITY        |                                |               | STATE              | ZIP CODE |
| 31. IS VALIDITY OF CL                     |   |                               | a IF YES, STATE I      | REASON                 |                             |               |                |              |               |                                      |             |                                |               |                    |          |
| CAUSE OF                                  | YES  32. WHAT HAPPENED developed soreness in v    |                               | he injury occurred.    | Example                | es: "When ladder            | r slipped on  | wet floor, we  | orker fell : | 20 feet"; "\  | Worker was sprayed with              | chlorine    | when gasket bro                | ke during rep | placement"; "V     | Vorker   |
| ACCIDENT                                  |   |                               |                        |                        |                             |               |                |              |               |                                      |             |                                |               |                    |          |
| 33. WHAT OBJECT OF                        | R SUBSTANCE DIRECTLY                              | Y HARMED THE                  | E EMPLOYEE? E          | kamples:               | "concrete floor";           | "chlorine";   | "radial arm    | saw." If t   | this questic  | on does not apply to the             | ncident,    | leave it blank.                |               |                    |          |
|   | OYEE DOING JUST BEFO                              |                               |                        |                        | oe the activity, as         | s well as the | e tools, equip | ment, or     | material th   | e employee was using.                | Be speci    | fic. Examples: "               | climbing a la | dder while carr    | ying     |
| 35 IE ANOTHED DEDS                        | SON NOT IN COMPANY E                              | MDI OV CALISE                 | ED ACCIDENT GIV        | /E NAME                | AND ADDRESS                 | 2             |                |              |               |                                      |             |                                |               |                    |          |
| oo. II AIVOTTIERT ERG                     | SOLVINO TINVOCINII ZILVI E                        | INII EOT ONOGE                |                        |                        |                             |               |                |              |               |                                      |             |                                |               |                    |          |
| EMPLOYEE'S<br>WAGE DATA                   | 36. WAS WORKER IN<br>WHEN INJURED?<br>YES         | YOUR EMPLOY                   | 7 37. HOURS            | PER DA                 | Y EMPLOYEE W<br>THRU        | VORKED        |                |              | 38. WAS       | S EMPLOYEE ON OVER<br>NJURED?<br>YES | NO<br>NO    | 39. NUME<br>USUALLY<br>EMPLOYE | WORKED        | S PER WEEK COMPANY |          |
| IMPORTANT                                 | IF WORK LOSS IS EXP<br>CALENDAR DAYS, CO          | PECTED TO EXC<br>MPLETE ITEMS | CEED SEVEN             | 40. DA                 | TE OF LAST HIF              | RE 4          | 11. WAS WO     |              | AID FOR D     | DAY OF INJURY?                       |             | AS EMPLOYEE H<br>YMENT?        | IIRED FOR F   | PERMANENT          |          |
| 43. NUMBER OF MON<br>AVAILABLE DURING TO  |   | 44. GIVE EM                   | IPLOYEE'S WAGE<br>HOUR | STATUS                 | S AS APPLICABL<br>WEEK MONT | .Е 4<br>ГН    | 5. IS EMPL     |              |               |                                      |             | V                              | YES<br>ALUE   | NO                 |          |
|   | ARNINGS OF EMPLOYER<br>D APRIL 8, GIVE EARNIN     |                               |                        |                        | DING INJURY                 |               | LODG           | NG           |               | ARD BOTH<br>17. DOES EMPLOYEE        | CLAIM D     | \$<br>EPENDENTS?               | YE            | ES NO              | <b>)</b> |
| IMPORTANT                                 | IF EMPLOYEE IS PAID<br>OR MONTHLY SALARY          |                               |                        | 48.<br>PA              | IF EMPLOYEE<br>YMENT?       | EARNS EX      | TRA PAY F      | OR OVER      | RTIME, WH     | HAT IS BASIS OF                      |             | MBER OF HOUF                   | S OVERTIM     | E CONSIDER         | ED       |
|   | F EMPLOYEE DURING 12                              |                               |                        |                        |                             |               | 51. IF EMPL    |              |               | PER HOUR<br>ESS THAN 12 MONTHS       |             |                                | FROM DAT      | E OF HIRE TH       | IROUGH   |
| FROM<br>52. DATE OF LAST WA               | THRU<br>AGE INCREASE IF                           | 53. WAGE R                    | \$<br>EFORE INCREASI   | <u> </u>               | 54. WAGE AI                 | F             | ROM            |              |               | THRU<br>ARNINGS FROM DATE            | OF INC      |                                | \$            | O INJURY           |          |
| WITHIN 12 MONTHS P                        |   | \$                            | ORE/101                |                        | \$                          |               |                | \$           | 550 E         | DI NOM DATE                          |             |                                |               |                    |          |
| AUTHORIZED<br>SIGNATURE                   | DATE  |                               | AUTHORIZED S           | IGNATU                 | RE                          |               |                |              |               |                                      | TITLE       |                                |               |                    |          |
|   |   |                               |                        |                        |                             |               |                |              |               |                                      |             |                                |               |                    |          |

SUBMITTER EMAIL ADDRESS

NOTE TO EMPLOYER:

- Submit one copy to the Industrial Commission within 10 days. 1. 2. 3.
- Submit one copy to your insurance carrier within 10 days.

  Keep one copy, for not less than five (5) years, as your supplementary record of injuries required by the Federal Occupational Safety and Health Act of 1970.

<sup>\*</sup> The mandatory requirement that the social security number be included in forms filed with the Claims Division or Special Fund Division of the Industrial Commission of Arizona is permitted by Section 7(a)(2)(B) of the Federal Privacy Act of 1974, because the Commission's forms, prescribed under the Commission's Rules in existence prior to January 1, 1975, required disclosure of the social security number. The number is used as a means of identifying all the various records in the Claims Division or Special Fund pertaining to an individual. The use of social security numbers is made necessary because of the large number of persons who have similar names and birth dates, and whose identities can only be distinguished by the social security number.



### Workers' Report of Injury

#### Information for Completing Workers' Report of Injury

A completed and submitted claim for workers' compensation benefits will be used to notify your employer's workers' compensation carrier or self-insured employer of your claim for workers' compensation benefits. If this form is submitted incomplete, there may be delays in processing the notification to the insurance carrier or self-insured employer to accept or deny the claim.

#### **FAQ**

Does the Industrial Commission of Arizona Claims Division (ICA) pay my claim?

• No, the Industrial Commission (ICA) Claims Division and Ombudsman office provide regulatory oversight and is available to assist you through the claims process. Please call us at 602-542-4661 or email us at Help@azica.gov, Ayuda@azica.gov or Claims@azica.gov for assistance.

How long does the Insurance Carrier or Self-Insured Employer take to accept or deny the claim.

 The Industrial Commission of Arizona will promptly notify the claim as soon as possible. From the date of notification, the Insurance Carrier of Self-Insured Employer have 21 days to investigate and make the decision on the claim.

When do I get paid for the time loss due to the accident?

• On a newly accepted claim for time loss (either light duty with loss of earnings or off work status), the first payment is due 21 days from the date of ICA's notification. There is a 7-day waiting period to qualify for benefits which, after 14 days, are retroactive to the first day.

What should I do if I am getting medical bills for my workers' compensation claim.

 When a claim is accepted for benefits, the medical benefits are payable immediately and you should have no out of pocket costs. Please contact your medical provider to ensure the correct insurance is billed for your treatment.

#### Right to choose physician

When an injury occurs, an employer has the right to have an injured worker seen by a doctor of the employer's choice one time. If you return to that physician a second time, that physician becomes your attending physician. After one visit to the employer's designated physician, you may select a physician of your choice. Exception: if your employer is self-insured and directs medical care you must follow the self-insured employer's directed care program. To determine if your employer is self-insured and directs medical care, you may contact the Industrial Commission of Arizona Claims Division at (602) 542-4661 or visit azica.gov/divisions/claims-division

Form available in alternative format: The Industrial Commission complies with the Americans with Disabilities Act of 1990. If you need this document in alternative format, contact Claims at (602) 542-4661.





#### Authorization for the Release of Information Autorización Para La Liberación De Información

Claim Number/Número de Reclamo

Date of Injury / Fecha de la Lesión

Employee/Empleado

Date of Birth / Fecha de Nacimiento

I hereby authorize the divisions of Berkshire Hathaway Homestate Companies, their representative or bearer, to review, inspect, copy, and/or photograph any and all of the following documents:

Por este medio autorizo las divisiónes de Berkshire Hathaway Homestate Companies, su representante o portador, a revisar, inspeccionar, copiar, y/o fotografiar cualquier y todo de los siguientes documentos:

- Any and all medical records, including but not limited to office and hospital records, laboratory results, diagnostic reports and films, psychiatric records, medical correspondences, doctor's and nurse's notes, and medical histories relevant to my workers' compensation claim. I also hereby give permission to Berkshire Hathaway Homestate Company representatives to contact the attending physicians involved in the treatment of all related conditions.
  - Cualquier y todo expediente médico, incluyendo pero no limitado, a los expedientes de la oficina y hospitales, resultados de laboratorios y filminas, expedientes psiquiátricos, correspondencia médica, notas de los doctores y enfermeros(as), e historiales médicos relevantes a mi reclamo de compensación de trabajadores. También, por este medio le doy permiso a los representantes de Berkshire Hathaway Homestate Company para comunicarse con el médico tratante envuelto en el tratamiento de todas las condiciones relacionadas.
- 2 All employment and human resource information including but not limited to: hiring and employment records, payroll and income statements, documentation related to this or any other relevant injury and any other information pertinent to providing benefits and services necessary for the completion of this claim.
  - Toda información del empleo y de recursos humanos, incluyendo pero no limitado a: expedientes de contratación y empleo, declaraciones de nómina e ingresos, documentación relacionada a esta o cualquier otra lesión relevante, y cualquier otra información pertinente que provea los beneficios y servicios necesarios para completar este reclamo.

The released information is required for the following reasons:

La información liberada es requerida por las siguientes razones:

- To provide for adequate preparation, investigation, evaluation, review, and discovery of a claim for workers compensation benefits. Specifically, to determine the causation and the nature and extent of any possible pre-existing, concurrent or aggravating medical conditions with potential medical, legal, or factual implications in the this work-related injury or injuries.
  - Para proporcionar una preparación, investigación, evaluación, revisión, y descubrimiento adecuado del reclamo de beneficios de compensación de trabajadores. Específicamente, para determinar la causa y la naturaleza y extensión de cualquier posible condición médica pre-existente, concurrente o agravante con potencial médico, legal, o implicaciones fácticas en esta lesión o lesiones relacionadas al trabajo.
- 2 To provide the treating physician, consultant or evaluator with medical information necessary to provide you with the best possible medical care and medical advice.
  - Para proporcionar al médico tratante, consultor, o evaluador con la información médica necesaria para proporcionarle el mejor cuidado médico posible y consejería médica.



- 3 To facilitate recovery of all benefits paid toward your workers' compensation claim from any third party responsible for this injury.
  - Para facilitar la recuperación de todos los beneficios pagados por su reclamo de compensación de trabajadores de cualquier tercer parte responsable de esta lesión.
- 4 To ensure that you are accurately compensated for any amount of lost wages, time or resources while undergoing evaluation, treatment and recovery for this injury.
  - Para asegurar que usted se encuentra compensado correctamente por cualquier cantidad de salarios, tiempo, o recursos perdidos mientras se somete a la evaluación, tratamiento, y recuperación de esta lesión.
- To obtain any information necessary to appropriately determine further actions as a result of the injury or condition and to prevent further issues for you and other employees.
  - Para obtener cualquier información necesaria para determinar apropiadamente acciones adicionales como resultado de la lesión o condición, y para prevenir problemas adicionales para usted y otros empleados.
- This consent and authorization is effective immediately, and is subject to revocation by the undersigned at any time except to the extent that action has been taken in reliance hereon, and if not earlier revoked, it shall terminate on conclusion of the claim without express revocation.
  - Este consentimiento y autorización es efectivo inmediatamente, y está sujeto a la revocación del abajo firmante en cualquier momento excepto a la extensión en que se hayan tomado acciones en dependencia con esto de aquí en adelante, y si no es revocado anteriormente, terminará con la conclusión del reclamo si no se presenta una revocación expresa.
  - A copy or fax is as valid as the original.
  - Una copia o fax es tan válida como el original.

Names, Addresses, and Phone Numbers of Providers/Nombres, direcciones, y números de teléfonos de los proveedores

I have read this authorization and fully understand its entire contents. I have asked questions about anything that was not clear to me and I am satisfied with the answers I have received. I understand that I have a right to receive a copy of this authorization upon my request.

He leído esta autorización y entendido completamente su contenido en su totalidad. He hecho preguntas sobre todo lo que no estaba claro para mí y estoy satisfecho con las contestaciones que he recibido. Yo entiendo que tengo derecho a recibir una copia de esta autorización una vez lo solicite.

Signature/Firma Date/Fecha





## Medical History Request



| Employee Name   | Date of Injury  |                       |  |  |  |
|---|-----------------|-----------------------|--|--|--|
| Employer Name   | Completion Date |                       |  |  |  |
| Please complete this form by providing your medical history for the past 5 years. all of your medical records to your current treating physician for you to receive the |                 |                       |  |  |  |
| Thank you for your cooperation.   |                 |                       |  |  |  |
| Past Injuries, Disabilities, or Other Medical Conditions  |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
| Hospitalizations  |                 |                       |  |  |  |
| Hospital Name & Address   | Phone           | Date(s) Adimitted     |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
| Treating Physicians or Groups   |                 |                       |  |  |  |
| Doctor or Group Name, Address   | Phone           | Dates of<br>Treatment |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   |                 |                       |  |  |  |
|   | •               |                       |  |  |  |



## Employee Incident Report



This form should be filled out by the injured employee.

| Name                            |  | Employer Name                               |                        |
|---------------------------------|--|---|------------------------|
| Date of Incident                | Time of incident                       | Time you began work on day of incident      |                        |
| Address of Incident             | City, State                            | Zip   | Offsite? (Y/N          |
| How did the injury occur? Wha   | at job duties were you performing? I   | Please describe in your own words.          |                        |
| What part(s) of your body was   | injured (indicating right and/or left) | )?  |                        |
| Have you sought any medical     | treatment for these injuries? If so, s | pecify where and when.                      |                        |
| Have you ever injured this par  | t of your body before (yes or no)? If  | so, please describe how and when the previo | us injury(s) occurred. |
| What witnesses were present     | when the incident occurred? Pleas      | e provide names if applicable.              |                        |
| Who did you report the injury   | to? When was the injury reported? F    | Please provide name(s) and job title(s).    |                        |
| What did you do after the incid | dent occurred?                         |   |                        |
| The above form is true and co   | rrect.                                 |   |                        |
| Signature                       |  | Date Completed                              |                        |



## Informe de Incidente del Empleado



A ser completado por el trabajador lesionado.

| Nombre del empleado                                       |   | Nombre del empleador                          |                            |
|---|---|---|----------------------------|
| Fecha del incidente                                       | Hora del incidente                      | Hora en que usted empezó a trabajar el        | día del incidente          |
| Dirección del Incidente                                   | Ciudad, Estado                          | Código Postal                                 | Fuera del sitio? (S/N)     |
| ¿Cómo ocurrió la lesión? ¿Qué                             | deberes del trabajo estaba desempeñ     | ando? Por favor, describa en sus propias pa   | alabras.                   |
| ¿Qué parte(s) de su cuerpo res                            | ultó(aron) lesionada(s) (indicando dere | echa y/o izquierda)?                          |                            |
| ¿Ha buscado algún tratamiento                             | o médico para estas lesiones? Si es así | , especifique dónde y cuándo.                 |                            |
| ¿Se ha lesionado anteriorment<br>lesión(es) anterior(es). | e alguna vez esta parte de su cuerpo (s | sí o no)? Si es así, por favor, describa cómo | y dónde ocurrió(eron) la(s |
| ¿Qué testigos estuvieron prese                            | entes cuando ocurrió el incidente? Por  | favor, proporcione nombres si es aplicable    |                            |
| ¿A quién informó la lesión? ¿Cı                           | uándo fue informada la lesión? Por favo | or, proporcione nombre(s) y puesto(s).        |                            |
| ¿Qué hizo después de ocurrido                             | o el incidente?                         |   |                            |
| El informe anterior es verdader                           | ro y correcto.                          |   |                            |
| Firma   |   | Fecha En Que Se Completó El Form              | ulario                     |



## Supervisor's Report of Employment Incident



**Employee Name Employer Name** Date of Incident Time of incident Time the employee began work on day of incident Did the employee report the incident immediately? Address of Incident City, State Zip Offsite? (Y/N) How did the injury occur? What job duties was the employee performing? What part(s) of the employee's body were reported as injured? Has the employee sought any medical treatment for these injuries? If so, specify where and when. What witnesses were present when the incident occurred (including self)? Do you have any reason to question the legitimacy of the incident? If so, please explain:



## Supervisor's Report of Employment Incident

Indicate working conditions present that led to incident (please check all that apply)

Unused/unavailable lifting equipment Obstructed view Interaction with patient or resident

Unused/unavailable PPE (gloves, Lack of training Interaction with customer hardhat, goggles, etc.)

Wet/slippery floor Chemical exposure Unused/unavailable sharps container

Poor housekeeping Motor vehicle incident

Interaction with co-worker

Unguarded or improperly guarded equipment Other:

Electrical exposure

What changes could be made to eliminate or reduce the hazard(s) identified above?

The above form is true and correct.

Prepared by Signature **Date Completed** 



## Informe de Incidente del Supevisor



| Nombre del empleado                   | Nombre del empleador              |   |                        |  |  |  |
|---------------------------------------|-----------------------------------|---|------------------------|--|--|--|
| Fecha del incidente                   | Hora del incidente                | Fecha en que se informó el incidente        |                        |  |  |  |
| ¿Informó el empleado el incidente inr | nediatamente?                     |   |                        |  |  |  |
| Dirección del Incidente               | Ciudad, Estado                    | Código Postal                               | Fuera del sitio? (S/N) |  |  |  |
| ¿Cómo ocurrió la lesión? ¿Qué deben   | es del trabajo estaba desempeña   | ando el empleado?                           |                        |  |  |  |
| ¿Qué parte(s) del cuerpo del empleac  | lo se informaron como lesionada   | as?   |                        |  |  |  |
| ¿Ha buscado el empleado algún trata   | miento médico para estas lesior   | nes? Si es así, especifique dónde y cuándo. |                        |  |  |  |
| ¿Qué testigos estuvieron presentes c  | uando ocurrió el incidente (inclu | uyendo él mismo)?                           |                        |  |  |  |
| ¿Tiene usted alguna razón para duda:  | de la legitimidad del incidente?  | Si es así, por favor, explique:             |                        |  |  |  |



## Informe de Incidente del Supevisor

Indique las condiciones de trabajo presentes que conllevaron al incidente (por favor, marque todas las que apliquen).

| Equipo para levantar no usado/no<br>disponible           | Vista obstruida                                       | Interacción con paciente o residente |
|--|---|--------------------------------------|
|  | Falta de capacitación                                 | Interacción con cliente              |
| PPE (guantes, casco, gafas, etc.) no usado/no disponible | Herramientas o equipo defectuosos                     | Exposición a producto químico        |
| Contenedor de objetos punzantes no usado/no disponible   | Piso mojado/resbaloso                                 | Incidente de vehículo motorizado     |
| Equipo no resguardado o                                  | Mala limpieza   | Other:                               |
| incorrectamente resguardado                              | Interacción con compañero de trabajo                  |                                      |
| Exposición eléctrica                                     |   |                                      |
| ¿Qué cambios se pueden realizar para eliminar            | o reducir el(los) peligro(s) identificado(s) anterior | mente?                               |
| El informe anterior es verdadero y correcto.             |   |                                      |
| Elaborado por  | Puesto  | Fecha de elaboración                 |



# Witness' Report/Statement of Employee Incident



**Employee Name** Witness' Name Witness' Phone Number Witness' Address City, State Zip Offsite? (Y/N) Date of Incident Time of incident Address of Incident City, State Offsite? (Y/N) Zip Did you witness the above-reported incident? If so, how did the injury occur? What job duties was the employee performing? What part(s) of the employee's body were injured? Describe the type of injury (strain, bruise, etc.) What did the injured employee say at the time of injury? Did the injured employee complain of pain at the time of injury? If they complained of pain, please specify the body part(s). What did the employee do after the incident occurred? Were any other witnesses present at the time of the incident? If so, please list them below. The above form is true and correct. Witness' Signature **Date Completed** 



## Informe de Incidente del Testigo



Nombre del Empleado Teléfono del Testigo Nombre del Testigo Dirección del Testigo Ciudad, Estado Código Postal Fuera del Lugar de Trabajo? (Si/No) Fecha Del Incidente Hora del incidente Dirección del incidente Ciudad, Estado Código Postal Fuera del Lugar de Trabajo? (Si/No) ¿Presenció el incidente? Si es así, ¿cómo ocurrió?¿Qué deberes laborales estaba realizando el empleado? ¿Qué parte(s) del cuerpo del empleado resultaron lesionadas? Describa el tipo de lesión (tensión, moretón, etc.) ¿Qué dijo el empleado lesionado en el momento de la lesión? Si se quejaron de dolor, especifique la(s) parte(s) del cuerpo(s). ¿Qué hizo el empleado después de que ocurrió el incidente? ¿Había otros testigos presentes en el momento del incidente? Si es así, por favor escríbalos aquí. La forma anterior es verdadera y correcta. Firma del Testigo Fecha

## **MyMatrixx** By EVERNORTH

## **Temporary Prescription Card**

**Employee Information** 



## riangle To the Injured Worker:

On your first visit, please give this form to any pharmacy listed on the back side to speed processing of your approved work-related injury prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the MyMatrixx Patient Care Contact Center at 800.945.5951.

#### **Atencion Trabajador Lesionado:**

En su primera visita, entregue este formulario a cualquier farmacia que se encuentre en el reverso del boleto para acelerar el procesamiento de sus recetas aprobadas para lesiones relacionadas con el trabajo (según las reglas establecidas por su empleador).

¿Tiene preguntas o necesita ayuda para localizar una farmacia participante? Llame al centro de contacto para pacientes de MyMatrixx al 800.945.5951.

For Workers' Compensation Only

| zmpioyoo imormation      |       |      |
|--------------------------|-------|------|
| Full Name                |       |      |
| Street Address or PO Box |       |      |
| City                     | State | ZIP  |
| Date of Birth            |       |      |
| Employer Name            |       | ···· |



## To the Pharmacist:

MyMatrixx administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 14-day supply or a cost of \$150. This form is valid for up to 30 days from date of injury (DOI). Limitations may vary.

For assistance, please call MyMatrixx at 888.786.9640.

#### **Processing Steps:**

- 1. Enter RxBin 003858
- 2. Enter PCN WC
- 3. Enter Rx Group Number G3YA
- 4. Enter 9-digit member ID (Patient SSN)
- 5. Enter Date of Injury

Visit www.MyMatrixx.com to locate a participating pharmacy near you!

# MyMatrixx By EVERNORTH

## **Participating Pharmacy List**

AHF PHARMACY AHOLD CORPORATION **ALBERTSONS ALIGNRX LLC AMERITA INC AURORA PHARMACY INC BIG Y FOODS INC BI-LO HOLDINGS LLC BROOKS/MAXI DRUG BROOKSHIRE BROTHERS LTD BROOKSHIRE GROCERY CO** CARDINAL HEALTH CHEN NEIGHBORHOOD MEDI-**CAL CENT** COBORN'S INC. COSTCO WHOLESALE, INC **CVS CORP** DEDICATED US HOLDINGS LLC DISCOUNT DRUG MART **ECKERD EPIC PHARMACY NETWORK ESSENTIA HEALTH EXPRESS RX** FAIRVIEW PHARMACY SVCS FAMILY FARE, LLC

FOOD LION PHARMACY FRUTH PHARMACY GENOA HEALTHCARE LLC GIANT EAGLE PHARMACY **GUARDIAN PHARMACY LLC** HAC INC HANNAFORD BROS. CO. HARPS FOOD STORES INC HARTIG DRUG HEALTH MART ATLAS LLC H-E-B LP HENRY FORD HEALTH SYSTEM HOMETOWN PHARMCY INC HY-VEE FOOD STORES INC **INGLES MARKETS INSTYMEDS CORP** KPH HEALTHCARE SERVICES KS PHARM LLC K-VA-T FOOD STORES INC LEWIS DRUGS INC LONGS DRUG STORE MARC GLASSMAN INC MEDICAP PHARMACY, INC. MEDICINE SHOPPE MEIJER PHARMACY MERCY PHARMACY SERVICES

NCS HEALTHCARE NEIGHBORCARE PHARMACY OSBORN DRUGS INC PATIENT FIRST PHARMEDQUEST PHARMACY PHARMERICA, INC PMR US HOLDINGS PRESBYTERIAN MEDICAL PRESCRIBEIT RX PRICE CHOPPER PHARMACY PUBLIX SUPER MARKETS, INC RALEY'S RECEPT PHARMACY LP RITE AID CORPORATION SAFEWAY, INC. SAM'S CLUB SUPERVALU PHARMACIES, INC. **TARGET** THRIFTY WHITE STORES TOPS MARKETS LLC UNITED SUPERMARKETS INC **WALGREENS WAL-MART** WEGMANS FOOD MARKETS, WEIS MARKETS INC

Visit <a href="https://www.MyMatrixx.com">www.MyMatrixx.com</a> to locate a participating pharmacy near you!





# \$1000 REWARD

For information leading to the arrest and conviction of any co-worker, health care professional, or the attorney representing a fraudulent workers compensation claim to Berkshire Hathaway Homestate Companies (BHHC)\*.

In most states, it is a felony to make or cause to be made a knowingly false or fraudulent material statement in order to obtain workers compensation benefits. BHHC believes that any party engaging in such fraud should be prosecuted to the fullest extent of the law, including jail sentences.

Please do your part to help! Putting criminals out of operation benefits all of us, including keeping your employer's premium rates reasonable.

Call our toll-free fraud hotline immediately if you have information on a fraudulent claim.

1 (800) 300-JAIL

\*Maximum reward of \$1,000 per conviction. In the event that more than one individual submits information regarding the same fraudulent claim, BHHC will equally divide the reward among those providing information used in obtaining the conviction. BHHC reserves the right to determine what information, if any, will be provided to the appropriate law enforcement agency. Criminal prosecutions are the sole responsibility of the authorities and may or may not be pursued at their discretion. Any issues regarding the interpretation of this policy shall be resolved by BHHC at their sole discretion. Program subject to change or termination without prior notice.







# \$1000 RECOMPENSA

Información que lleva al arresto y a la condena de cualquier compañero de trabajo, profesional de cuidado medico, o abogado que represente un reclamo fraudulento en contra de Berkshire Hathaway Homestate Companies\*.

En la mayoría de los estados es un delito grave hacer que haga una declaración de material fraudulento para obtener beneficios de Compensación al Trabajador. Berkshire Hathaway Homestate Companies cree que cualquier persona que se involucre en tal fraude debe ser procesado con todo el rigor de la ley, incluyendo SER SENTENCIADO A LA CARCEL.

Ayúdenos de su parte. El poner a estos delincuentes fuera de op eraciones nos beneficia a todos, incluso esto ayuda a mantener los réditos bajos de la as eguranza de su empleador.

Si usted tiene información sobre un reclamo fraudulento por favor llame de inmediato a nuestra LINEA GRATUITA DE FRAUDE.

# 1 (800) 300-JAIL

\*La recompensa máxima es de \$1,000 por convicción. En caso de que más de una persona presente informaciones sobre la misma demando fraudulenta. BerkshireHathaway dividirá la recompensa por partes iguales entre aquellas persones que aportaron informaciones para obtener la convicción. Berkshire Hathaway se reserva el derecho de determinar qué informacion presentará a la agencia judicial correspondiente. El proceso de crímenes es la responsibilidad exclusiva de las autoridades, que pueden decidir si el proceso debe entablarse or no. Cualquier disputa que pudiera surgir en la interpretación de esta ofreta será resuelta por la propia Compañia de Seguros Berkshire Hathaway. Este programa está sujeto a cambios a cancelación sin aviso previo.

