

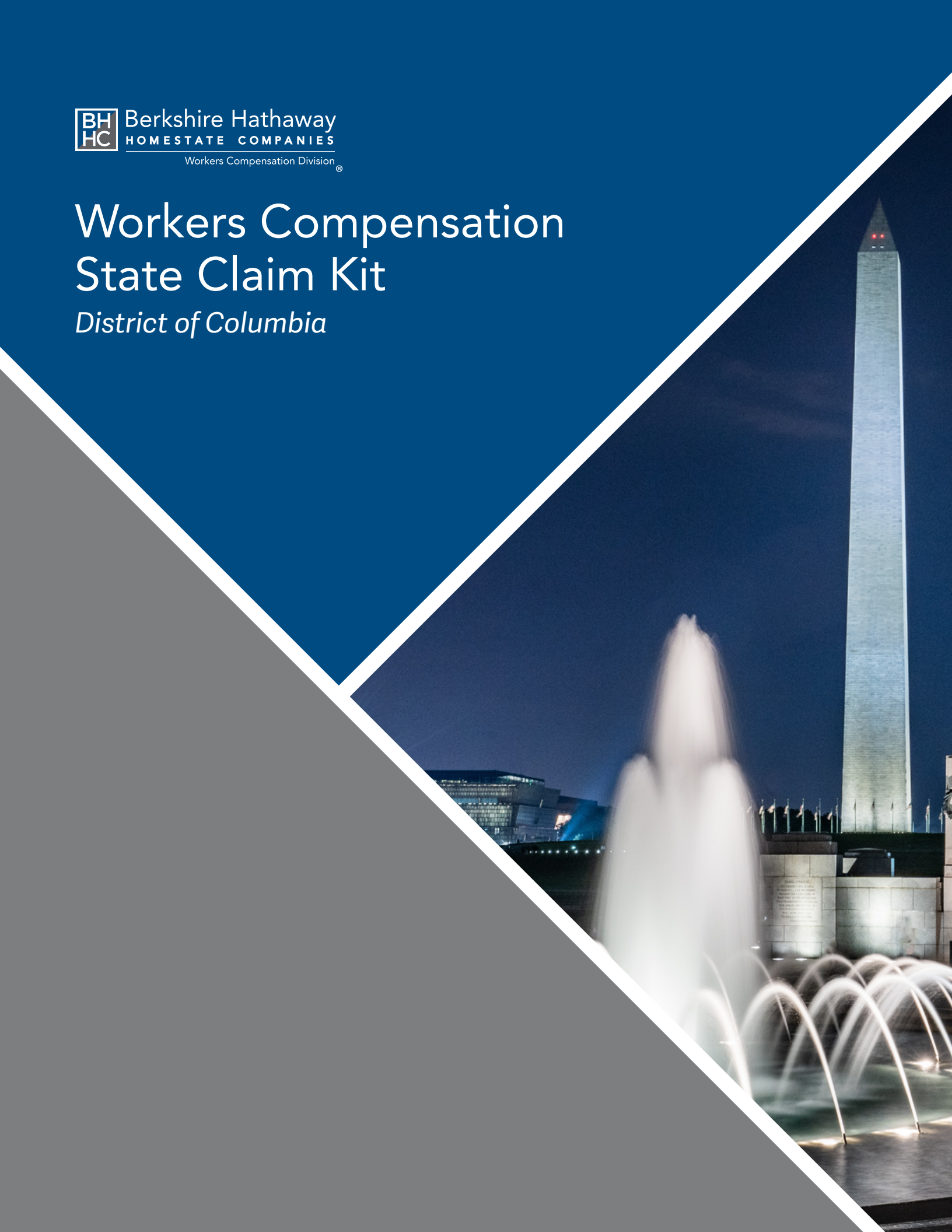


Berkshire Hathaway  
HOMESTATE COMPANIES

Workers Compensation Division®

# Workers Compensation State Claim Kit

*District of Columbia*



# Table of Contents

BHHC DC Claims Kit Introductory Letter - 04/2026.....	1
BHHC Requirements for DC Posting Notices – 04/2026 .....	2
DC Form DCWC-1 - Notice of Compliance (English & Spanish) - 1/2024 .....	3
DC Form DCWC-1 - Notice of Compliance (English) - 1/2024.....	3
DC Form DCWC-1 - Notice of Compliance (Spanish) - 1/2024 .....	4
DC Form DCWC-8 - Employer’s First Report of Injury or Occupational Disease .....	5
DC Form DCWC-7 - Employee’s Notice of Accidental Injury or Occupational Disease with Employee’s Rights and Obligations .	6
BHHC Authorization for Release of Information (English & Spanish) - 04/2026.....	7
DC Form OCWC-10 - Wage Schedule .....	9
DC Form OCWC-12 -Medical Report .....	10
BHHC Medical History Request – 04/2026.....	11
DC Form DCWC-7A - Employee’s Claim Application .....	12
BHHC General Employee Incident Report - 04/2026 .....	13
English.....	13
Spanish .....	14
BHHC General Supervisor Incident Report - 04/2026.....	15
English.....	15
Spanish .....	17
BHHC General Witness Accident Report – 04/2026.....	19
English.....	19
Spanish .....	20
BHHC Express Scripts First Fill Form (English & Spanish) – 02/2025 .....	21
BHHC Workers’ Compensation Fraud Posters - 04/2026 .....	23
English.....	23
Spanish .....	24



P.O. Box 881236 San Francisco, CA 94188  
(888) 495-8949  
[bhhc.com](http://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 contact methods listed to the right.

District of Columbia 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 or 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](http://bhhcpolicyholder.bhhc.com/Client/External/Claims)

### Phone

(800) 661-6029

### Fax

(800) 661-6984

### E-mail

[newclaim@bhhc.com](mailto:newclaim@bhhc.com)





# Workers' Compensation Posting Requirements

## FORM DCWC-1

### NOTICE OF COMPLIANCE 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 expiration date

To complete the form, please enter the following information in the spaces provided:

- Name of your designated workers' compensation insurer
- Policy expiration date
- Your company name and federal employer identification number (FEIN)
- The name of the individual completing the form

For your convenience, our other contact information has been entered on the form DCWC-1.

(District of Columbia § 32-1536)



## Office of Workers' Compensation

## EMPLOYEE'S RIGHTS AND OBLIGATIONS

### District of Columbia Workers' Compensation Law

- You are required by law to promptly report your injury by filing Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational Disease, with your employer and the Office of Workers' Compensation within thirty (30) days of the date of injury or the date you have knowledge that the injury is related to your job.
- In order to preserve your right to workers' compensation benefits under the law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits. Benefits include indemnity payments for lost wages, medical services and treatment, and vocational rehabilitation.
- Failure to timely file the Notice of Accidental Injury or Occupational Disease, Form No. 7 DCWC, or the Employee's Claim Application, Form No. 7A DCWC, may bar your right to future compensation. Copies of these forms and other pertinent information are available on the Department of Employment Services, Office of Workers' Compensation's website. The website address is <http://does.dc.gov>.
- You may not sue your employer as a result of a work-related injury or disease, the Workers' Compensation Law is your exclusive remedy.
- You have the right to choose a treating physician. Once you choose a treating physician you may not change physicians unless you get approval from your employer's insurance company or the Office of Workers' Compensation. Medical treatment includes medical services, supplies, prosthetic devices, and prescriptions. Medical services include treatment by a dentist, osteopath, podiatrist, and chiropractor.
- Compensation is not paid for the first three (3) days of disability unless the disability exceeds fourteen (14) days. Compensation is paid at the rate of 66 ⅔% of your average weekly wage. Unless your employer controverts your right to compensation within fourteen (14) days after he/she has knowledge of the injury, the first installment of compensation becomes due on the 14th day and must be paid within fourteen (14) days after it is due.
- You have the right to request an informal conference or a formal hearing on disputes arising on matters regarding your claim and you have the right to be represented by an attorney or other representative if you so desire.
- You may be entitled to vocational rehabilitation services if you are unable to return to the job you had prior to the injury.
- For injuries occurring on or after 4/16/1999, disability benefits for any one (1) injury causing temporary or permanent partial disability shall be limited to 500 weeks. However, within sixty (60) days of the expiration of the 500 week duration, an employee may petition the Mayor for an extension of up to 167 weeks.
- Your employer is required to advise you of your rights and obligations under the Workers' Compensation Law and if you need further information, call the Office of Workers' Compensation at (202) 671-1000 or fax (202) 671-1929. The web address is <http://does.dc.gov>.

### Oficina de Compensación de Trabajadores

## DERECHOS Y OBLIGACIONES DEL EMPLEADO

### Ley de Compensación de Trabajadores del Distrito de Columbia

- La ley le exige informar rápidamente de su lesión a su empleador y a la Oficina de Compensación de Trabajadores en el término de treinta (30) días de la fecha de la lesión o de la fecha en que tuvo conocimiento de que la lesión estaba relacionada con su trabajo, completando el Formulario N.º. 7 DCWC, Notificación del empleado sobre lesión accidental o enfermedad laboral.
- Con el fin de preservar su derecho a los beneficios de la compensación de trabajadores en el marco de la ley, usted debe completar una reclamación por escrito en el Formulario N.º. 7A DCWC, Solicitud de reclamación del empleado, en el término de un (1) año después de su lesión, o en el término de un (1) año después del último pago de beneficios. Los beneficios incluyen pagos de indemnización por salarios perdidos, servicios y tratamiento médico, y rehabilitación vocacional.
- Si no presenta la Notificación de lesión accidental o enfermedad laboral, Formulario N.º. 7 DCWC, o la Solicitud de reclamación del empleado, Formulario N.º. 7A DCWC, podría bloquear su derecho a una futura compensación. Copias de estos formularios y demás información pertinente están disponibles en el sitio web del Departamento de Servicios de Empleo, Oficina de Compensación de Trabajadores. La dirección del sitio web es <http://does.dc.gov>.
- Usted no debe demandar a su empleador como resultado de una lesión o enfermedad relacionada con el trabajo, la Ley de Compensación de Trabajadores es su único recurso.
- Usted tiene derecho a elegir el médico tratante. Una vez que elija al médico tratante no podrá cambiar de médico a menos que obtenga la aprobación de la compañía de seguros de su empleador o de la Oficina de Compensación de Trabajadores. El tratamiento médico incluye servicios médicos, suministros, dispositivos protésicos y prescripciones. Los servicios médicos incluyen el tratamiento del dentista, osteópata, podiatra y quiropráctico.
- No se paga compensación por los primeros tres (3) días de discapacidad a menos que la discapacidad exceda los catorce (14) días. La compensación se paga a razón del 66 ⅔% de su salario semanal promedio. A menos que su empleador controvierta su derecho a compensación en el plazo de catorce (14) días después de tener conocimiento de la lesión, el primer pago de compensación vence el día 14 y debe ser pagado a los catorce (14) días después del vencimiento.
- Usted tiene derecho a solicitar una conferencia informal o una audiencia formal sobre disputas que surjan en cuanto a cuestiones referidas a su reclamación y tiene derecho a ser representado por un abogado u otro representante si así lo desea.
- Usted podrá tener derecho a servicios de rehabilitación vocacional si no puede regresar al trabajo que tenía antes de la lesión.
- En el caso de lesiones ocurridas el o después del 4/16/1999, los beneficios de discapacidad por cada una (1) de las lesiones que provoquen una discapacidad parcial temporaria o permanente se limitarán a 500 semanas. No obstante, a sesenta (60) días de expirar la duración de 500 semanas, un empleado podrá solicitar al alcalde una extensión de hasta 167 semanas.
- Su empleador deberá informarle sus derechos y obligaciones en el marco de la Ley de Compensación de Trabajadores y si necesita más información, llame a la Oficina de Compensación de Trabajadores al (202) 671-1000 o envíe un fax al (202) 671-1929. La dirección web es <http://does.dc.gov>.



**District of Columbia Government  
Office of Workers' Compensation  
4058 Minnesota Avenue, N.E.  
Washington, DC 20019  
(202) 671-1000**

**Warning:** *It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.*

\_\_\_\_\_  
Date of This Report

\_\_\_\_\_  
Employee Social Security No.

\_\_\_\_\_  
Employer Identification No.

\_\_\_\_\_  
Insurer No.

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

Employee Name and Address:	Employer Name and Address:	Insurer Name and Address:

**IMPORTANT: Every employer shall file this report as soon as possible after knowledge of an occupational injury or disease to one of its employees, but no later than ten (10) days thereafter. Failure to file this form shall be subject to civil penalty not to exceed \$1,000.**

Date and time of Injury: \_\_\_\_\_ am/pm? Day of the week? \_\_\_\_\_

Normal starting time: \_\_\_\_\_ am/pm? If employee back to work, give date and time: \_\_\_\_\_ am/pm?

At what wage? \_\_\_\_\_ If fatal, give date of death \_\_\_\_\_ (file supplement report)

Date/time disability began? \_\_\_\_\_ am/pm? Was the injured paid in full for this day? \_\_\_\_\_

Was the injured given Form No. 7 DCWC?  Yes  No Foreman/Supervisor \_\_\_\_\_

When did you or the foreman first learn of the injury? \_\_\_\_\_

Male  Female DOB: \_\_\_\_\_ Employee's Telephone No.: \_\_\_\_\_

Occupation when injured? \_\_\_\_\_ Was this his/her regular occupation? \_\_\_\_\_

(Department or branch regularly employed): \_\_\_\_\_

Was the injured hired in DC? \_\_\_\_\_ How long employed by you? \_\_\_\_\_

Piece or time worker? \_\_\_\_\_ Hourly wage? \_\_\_\_\_ Hours worked/day? \_\_\_\_\_

Daily wages: \_\_\_\_\_ Days worked per week: \_\_\_\_\_ Average weekly earnings: \_\_\_\_\_

If board and lodging were furnished or gratuities reported in addition to wages, give estimated value per day, week, or month: \_\_\_\_\_

Employer's principal business function in DC: \_\_\_\_\_

Employer's Telephone No.: \_\_\_\_\_ Insurance Policy No.: \_\_\_\_\_

Location of plant or place where accident occurred: \_\_\_\_\_

On employer's premises? \_\_\_\_\_

Describe fully the events which resulted in injury or disease, what the employee was doing when injured and type of injury including parts of the body affected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

Nature and location of injury (Describe fully): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attending Physician and Address (If Hospital Involved – Indicate): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Person Completing Form

\_\_\_\_\_  
Name (Please Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Official Position

DISTRICT OF COLUMBIA GOVERNMENT  
OFFICE OF WORKERS' COMPENSATION  
4058 MINNESOTA AVENUE, N.E.  
WASHINGTON, D.C. 20019

(202) 671-1000

\_\_\_\_\_  
Date of This Report

\_\_\_\_\_  
Employee Social Security No.

\_\_\_\_\_  
Employer Identification No.

\_\_\_\_\_  
Insurer No.

**Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.**

**EMPLOYEE'S  
NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE**

Employee Name and Address:	Employer Name and Address:	Insurer Name and Address:

**NOTICE TO EMPLOYEE**

**YOU MUST FILE THIS REPORT WITHIN 30 DAYS AFTER YOU BECOME AWARE OF AN ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE AND ITS RELATIONSHIP TO YOUR JOB. PART 1 SHOULD BE MAILED TO THE D.C. GOVERNMENT, OFFICE OF WORKERS' COMPENSATION AT THE ABOVE ADDRESS. PART 2 SHOULD BE MAILED OR DELIVERED TO YOUR EMPLOYER, AND PART 3 RETAINED FOR YOUR RECORDS. IN ORDER TO PRESERVE YOUR RIGHTS UNDER THE LAW, YOU MUST FILE A CLAIM FORM NO. 7a DCWC, A COPY OF WHICH CAN BE OBTAINED FROM YOUR EMPLOYER OR THE OFFICE OF WORKERS' COMPENSATION.**

Date and Time of Injury: \_\_\_\_\_ am/pm?

Place where injury occurred: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

THIS IS TO NOTIFY YOU \_\_\_\_\_  
(Employer)

THAT I \_\_\_\_\_ while in your  
employment, sustained an injury  or contracted an occupational disease  as described above, caused by:

Treating Physician's Name and Address: \_\_\_\_\_

# 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 divisiones 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 filmas, 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.

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.

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.

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.



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

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



District of Columbia Government  
 Office of Workers' Compensation  
 4058 Minnesota Avenue, N.E.  
 Washington, DC 20019  
 (202) 671-1000

**Warning:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

\_\_\_\_\_  
 Date of This Report

\_\_\_\_\_  
 Employee Social Security No.

\_\_\_\_\_  
 Employer Identification No.

\_\_\_\_\_  
 Insurer No.

## Wage Schedule

Employee Name and Address:	Employer Name and Address:	Insurer Name and Address:

Employer must forward to insurer copies of this schedule no later than employee's tenth (10<sup>th</sup>) day of loss of wages.

This wage schedule is for 26 weeks prior to date of injury, for wages fixed by week, month, or year, and must be filed with Office of Workers' Compensation by insurer, together with Form No. 9 DCWC, except when maximum compensation is paid. *(Wages: In addition to money payments, wages mean reasonable value of board, rent, and housing that were received from employer as well as gratuities declared for tax purposes.)*

Date of Hire: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Hourly Wages: \_\_\_\_\_ Average Weekly Earnings: \_\_\_\_\_

Week Ending	1 Gross Earnings	2 Other Advantages <small>(see wages definition above)</small>	Week Ending	3 Gross Earnings	4 Other Advantages <small>(see wages definition above)</small>
1			14		
2			15		
3			16		
4			17		
5			18		
6			19		
7			20		
8			21		
9			22		
10			23		
11			24		
12			25		
13			26		

Total of columns 1,2,3 and 4 \_\_\_\_\_

If wages fixed by week, month, or year, state amount \_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_\_  
 Representatives Name

\_\_\_\_\_  
 Signature



THE GOVERNMENT OF THE DISTRICT OF COLUMBIA  
 DEPARTMENT OF EMPLOYMENT SERVICES  
 OFFICE OF WORKERS' COMPENSATION  
 4058 Minnesota, Avenue, N.E.  
 WASHINGTON, DC 20019  
 (202) 671-1000

Date of This Report: \_\_\_\_\_

Employee Social Security No. \_\_\_\_\_

Employer Identification No. \_\_\_\_\_

Insurer No. \_\_\_\_\_

**MEDICAL REPORT**

**IMPORTANT – THIS REPORT SHALL BE FILED IMMEDIATELY. FAILURE TO COMPLY WITHIN TWENTY (20) DAYS CAN RESULT IN UN-NECESSARY DELAY IN PAYMENT OF BENEFITS TO THE INJURED WORKER AND PAYMENT FOR SERVICES RENDERED. (sec. 8, d)**

**EMPLOYEE** \_\_\_\_\_  
 (Name) (Age) (Sex) (Soc. Sec. No.)

**EMPLOYER** \_\_\_\_\_  
 (Name) (Address) (Identification No.)

**CARRIER** \_\_\_\_\_  
 (Name) (Address) (Policy No.)

**PHYSICIAN** \_\_\_\_\_  
 (Name) (Address) (Specialty) (Tel. No.)

**FOR USE OF PHYSICIAN**

<b>Accident</b>	1. Date of accident: _____ 2. Time : _____ AM/PM 3. Date disability began: _____ 4. State where and how the accident occurred as described by patient: _____ _____ _____
	5. Give diagnosis of injury or disease: _____ _____ _____ 6. Will the injury result in a permanent defect? _____ 7. If so, what? _____ _____ 8. Has the patient any physical impairment due to previous injury or disease? _____ If so, what? _____ _____ 9. State physical limitations, if any: _____ 10. In your opinion is the injury and disability as a result of the accident described in (4) above? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Treatment</b>	11. Date of your first treatment: _____ 12. Describe: _____ _____ 13. Who engaged your services? _____ 14. Were X-Rays taken? <input type="checkbox"/> Yes <input type="checkbox"/> No 15. When? _____ 16. Where? _____ 17. X-Ray diagnosis: _____ 18. Did anyone else treat the patient? <input type="checkbox"/> Yes <input type="checkbox"/> No 19. If so, who? _____ 20. When? _____ 21. Hospital, if any? _____ 22. Admission Date: _____ 23. Discharge Date: _____ 24. If further treatment needed? <input type="checkbox"/> Yes <input type="checkbox"/> No 25. How long? _____
	26. Will the patient ever be able to resume their regular occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No 27. Expected length of disability? <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months or longer <input type="checkbox"/> Unknown 28. Patient was or will be able to resume regular work on: _____ 30. Date of death, if any? _____

\_\_\_\_\_  
**Physician's IRS Number**

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**

# 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. This will help ensure that we are able to provide all of your medical records to your current treating physician for you to receive the proper care for your work injury.

Thank you for your cooperation.

**Past Injuries, Disabilities, or Other Medical Conditions**

**Hospitalizations**

Hospital Name & Address	Phone	Date(s) Admitted

**Treating Physicians or Groups**

Doctor or Group Name, Address	Phone	Dates of Treatment

DISTRICT OF COLUMBIA GOVERNMENT  
OFFICE OF WORKERS' COMPENSATION  
4058 MINNESOTA AVENUE, N.E.  
WASHINGTON, D.C. 20019

(202) 671-1000

\_\_\_\_\_  
Date of This Report

\_\_\_\_\_  
Employee Social Security No.

\_\_\_\_\_  
Employer Identification No.

\_\_\_\_\_  
Insurer No.

**Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.**

**EMPLOYEE'S CLAIM APPLICATION**

Employee Name and Address:	Employer Name and Address:	Insurer Name and Address:

**NOTICE TO EMPLOYEE**

A CLAIM FOR WORKERS' COMPENSATION BENEFITS HAS BEEN FILED WITH THIS OFFICE. YOU HAVE 14 DAYS FROM THE RECEIPT OF THIS NOTICE IF YOU HAVE NO PREVIOUS KNOWLEDGE OF INJURY OR ITS RELATIONSHIP TO EMPLOYMENT, TO BEGIN VOLUNTARY PAYMENTS OF WORKERS' COMPENSATION BENEFITS TO THE ABOVE NAMED EMPLOYEE, OR YOU MUST FILE A NOTICE OF CONTROVERSION, MEMO OF DENIAL OF BENEFITS, FORM NO. 11 DCWC WITH THIS OFFICE. FAILURE TO PAY BENEFITS, UNLESS YOU CONTROVERT THE EMPLOYEE'S RIGHT TO BENEFITS, WILL SUBJECT YOU TO PENALTIES UNDER THE ACT. YOU SHOULD CONTACT YOUR INSURER IMMEDIATELY.

Date and Time of Injury: \_\_\_\_\_ am/pm? Office Representative \_\_\_\_\_

Place where injury occurred: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

THIS IS TO NOTIFY YOU \_\_\_\_\_

That while in the employ of the above named employer I sustained a disabling injury  or contracted an occupational disease  as described above. The disability was caused by: \_\_\_\_\_

Treating Physician's Name and Address: \_\_\_\_\_

**YOU SHOULD HAVE ALREADY FILED OR SHOULD FILE EMPLOYEE'S NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE, FORM NO. 7 DCWC.**

**I HAVE FILED THE CLAIM WITH THE OFFICE OF WORKERS' COMPENSATION.**

# 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? What job duties were you performing? 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, specify where and when.

Have you ever injured this part of your body before (yes or no)? If so, please describe how and when the previous injury(s) occurred.

What witnesses were present when the incident occurred? Please provide names if applicable.

Who did you report the injury to? When was the injury reported? Please provide name(s) and job title(s).

What did you do after the incident occurred?

The above form is true and correct.

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 desempeñando? Por favor, describa en sus propias palabras.

¿Qué parte(s) de su cuerpo resultó(aron) lesionada(s) (indicando derecha y/o izquierda)?

¿Ha buscado algún tratamiento médico para estas lesiones? Si es así, especifique dónde y cuándo.

¿Se ha lesionado anteriormente alguna vez esta parte de su cuerpo (sí o no)? Si es así, por favor, describa cómo y dónde ocurrió(eron) la(s) lesión(es) anterior(es).

¿Qué testigos estuvieron presentes cuando ocurrió el incidente? Por favor, proporcione nombres si es aplicable.

¿A quién informó la lesión? ¿Cuándo fue informada la lesión? Por favor, proporcione nombre(s) y puesto(s).

¿Qué hizo después de ocurrido el incidente?

El informe anterior es verdadero y correcto.

Firma

Fecha En Que Se Completó El Formulario



# 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

Unused/unavailable sharps container

Electrical exposure

Lack of training

Poor housekeeping

Interaction with patient or resident

Chemical exposure

Other:

Unused/unavailable PPE (gloves, hardhat, goggles, etc.)

Unguarded or improperly guarded equipment

Obstructed view

Wet/slippery floor

Interaction with co-worker

Interaction with customer

Motor vehicle incident

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

# Informe de Incidente del Supervisor

Nombre del empleado

Nombre del empleador

Fecha del incidente

Hora del incidente

Fecha en que se informó el incidente

¿Informó el empleado el incidente inmediatamente?

Dirección del Incidente

Ciudad, Estado

Código Postal

Fuera del sitio? (S/N)

¿Cómo ocurrió la lesión? ¿Qué deberes del trabajo estaba desempeñando el empleado?

¿Qué parte(s) del cuerpo del empleado se informaron como lesionadas?

¿Ha buscado el empleado algún tratamiento médico para estas lesiones? Si es así, especifique dónde y cuándo.

¿Qué testigos estuvieron presentes cuando ocurrió el incidente (incluyendo él mismo)?



## Informe de Incidente del Supervisor

¿Tiene usted alguna razón para dudar de la legitimidad del incidente? Si es así, por favor, explique:

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

- |  |  |
|--|--|
| Equipo para levantar no usado/no disponible            | PPE (guantes, casco, gafas, etc.) no usado/no disponible |
| Contenedor de objetos punzantes no usado/no disponible | Equipo no resguardado o incorrectamente resguardado      |
| Exposición eléctrica                                   | Vista obstruida  |
| Falta de capacitación                                  | Herramientas o equipo defectuosos                        |
| Piso mojado/resbaloso                                  | Mala limpieza  |
| Interacción con compañero de trabajo                   | Interacción con paciente o residente                     |
| Interacción con cliente                                | Exposición a producto químico                            |
| Incidente de vehículo motorizado                       | Other:   |

¿Qué cambios se pueden realizar para eliminar o reducir el(los) peligro(s) identificado(s) anteriormente?

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	Zip	Offsite? (Y/N)

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

Nombre del Testigo

Teléfono 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? ¿El empleado lesionado se quejó de dolor 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

### **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.

**ID#:** \_\_\_\_\_

Your SSN is your temporary ID.

**RxBIN#:** 003858

**PCN:** WC

**RxGroup #:** G3YA

**Date of Injury:** \_\_\_\_\_  
MM/DD/YYYY

**For Workers' Compensation Only**

### **Employee Information**

\_\_\_\_\_  
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](http://www.MyMatrixx.com) to locate a participating pharmacy near you!

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 MEDICAL 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 PHARMACY 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 [www.MyMatrixx.com](http://www.MyMatrixx.com) 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 operaciones 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 demanda fraudulenta. BerkshireHathaway dividirá la recompensa por partes iguales entre aquellas personas que aportaron informaciones para obtener la convicción. Berkshire Hathaway se reserva el derecho de determinar qué información presentará a la agencia judicial correspondiente. El proceso de crímenes es la responsabilidad exclusiva de las autoridades, que pueden decidir si el proceso debe entablarse or no. Cualquier disputa que pudiera surgir en la interpretación de esta oferta será resuelta por la propia Compañía de Seguros Berkshire Hathaway. Este programa está sujeto a cambios a cancelación sin aviso previo.