

**2009 INSTRUCTIONS FOR SELF-INSURED INJURY REPORT**

1. A separate report must be prepared for CY 2006, 2007, 2008, and 2009. The 2006, 2007, 2008 and 2009 date of injury report update with current information for both paid and reserve amounts and show an overall incurred total.
2. **(Aggregated Totals).**

	Claims Occurring in CY 2009	Claims Occurring in CY 2008	Claims Occurring in CY 2007	Claims Occurring in CY 2006
Individual claims <b>\$5,000</b> & over incurred <b><u>List individually.</u></b>	<b><u>DOI 2009</u></b> Actual incurred amount (paid & reserves) for each claim that occurred in 2009	<b><u>DOI 2008</u></b> Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2008.	<b><u>DOI 2007</u></b> Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2007.	<b><u>DOI 2006</u></b> Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2006.
Individual claims <b>\$4,999</b> (medical & comp) and under incurred. Report aggregate amount.	<b><u>DOI 2009</u></b> Actual incurred amount (\$4,999 & under, paid & reserves) for each claim that occurred in 2009	<b><u>DOI 2008</u></b> For medical & comp claims \$4,999 & under update according to rules shown above.	<b><u>DOI 2007</u></b> For medical & comp claims \$4,999 & under update according to rules shown above.	<b><u>DOI 2006</u></b> For medical & comp claims \$4,999 & under update according to rules shown above.
Individual claims <b>\$1,999</b> and under incurred that are medical only claims aggregate amount..	<b><u>DOI 2009</u></b> Actual incurred medical only (paid & reserves) on claims that occurred in 2009	<b><u>DOI 2008</u></b> Actual incurred medical \$1,999 & under updated according to rules shown above.	<b><u>DOI 2007</u></b> Actual incurred medical \$1,999 & under updated according to rules shown above.	<b><u>DOI 2006</u></b> Actual incurred medical under updated according to rules shown above.
<b>Total</b>	Total for 2009.	Claims that have occurred in any one of these years must be included in your report even though the claims may have been closed.		

3. Under “Name/Date of Injury/Nature of Injury,” column (b), be brief but accurate using as much space as necessary to describe the nature of the injury. For example, “cut thumb,” “muscle strain back,” “foreign body eye.” Do not simply describe the part of body injured.
4. Include all Vocational Rehabilitation costs paid with the Indemnity. Place a “Y” or “N” next to each claimant name to indicate whether or not the amount entered in the Indemnity Column includes Vocational Rehabilitation.
5. List all claimants alphabetically, last name first.
6. Substitute forms may be used in place of the injury report form, as long as they include the exact information in the exact same format as the injury report form. In the case that a substitute form is used, the injury report form must be used as a summary sheet and it must be signed and dated by the authorized signer.
7. **Please provide an electronic copy of the injuries in Excel format on disk or diskette.**