

**2011 INSTRUCTIONS FOR SELF-INSURED INJURY REPORT**

1. A separate report must be prepared for CY 2008, 2009, 2010, and 2011 with current information for both paid and reserve amounts and overall incurred total.
2. Each claim must be included in **one, and only one**, of the three claim categories listed below:

Claim Category	Claims Occurring in CY 2011	Claims Occurring in CY 2010	Claims Occurring in CY 2009	Claims Occurring in CY 2008
	<b><u>DOI 2011</u></b>	<b><u>DOI 2010</u></b>	<b><u>DOI 2009</u></b>	<b><u>DOI 2008</u></b>
Individual claims <b>\$5,000 &amp; over</b> incurred <b><u>List individually.</u></b>	Actual incurred amount (paid & reserves) for each claim that occurred in 2011	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2010.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2009.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2008.
AND				
	<b><u>DOI 2011</u></b>	<b><u>DOI 2010</u></b>	<b><u>DOI 2009</u></b>	<b><u>DOI 2008</u></b>
Individual claims <b>\$4,999</b> (medical & comp) and under incurred. Aggregate amount.	Actual incurred amount (\$4,999 & under, paid & reserves) for each claim that occurred in 2011	For medical & comp claims \$4,999 & under update according to rules shown above.	For medical & comp claims \$4,999 & under update according to rules shown above.	For medical & comp claims \$4,999 & under update according to rules shown above.
AND				
	<b><u>DOI 2011</u></b>	<b><u>DOI 2010</u></b>	<b><u>DOI 2009</u></b>	<b><u>DOI 2008</u></b>
***Individual claims <b>\$1,999</b> and under incurred that are <b><u>medical only</u></b> claims. Aggregate amount..	Actual incurred medical only (paid & reserves) on claims that occurred in 2011	Actual incurred medical \$1,999 & under updated according to rules shown above.	Actual incurred medical \$1,999 & under updated according to rules shown above.	Actual incurred medical under updated according to rules shown above.
<b>Total</b>	Total for 2011. Claims that have occurred in any one of these years must be included in your report even though the claims may have been closed.			

**\*\*\* Note: Claims with medical & indemnity totaling \$1,999 and under, as well as, indemnity only claims totaling \$1,999 and under, must be listed in the \$4,999 and under category.**

3. 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.
4. List all claimants alphabetically by last name.
5. Under "Nature of Injury," give a brief, but accurate, description 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 enter the body part affected..
6. **In addition to providing the injury reports for each year with original signature, a copy of each report, in Excel format, must be provided electronically. Separate columns for each heading must be in the order: Last Name, First Name, Date of Injury, Nature of Injury, Claim #, Medical Paid, Medical Outstanding, Indemnity Paid, Indemnity Outstanding and Subrogation/Recovery**
7. 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.