

2014 INSTRUCTIONS FOR SELF-INSURED INJURY REPORT

1. A separate report must be prepared for CY 2011, 2012, 2013, and 2014 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: \$10,000 and over; \$9,999 and under (medical & indemnity); and \$1,999 and under MEDICAL ONLY. For example, if a claim has a total incurred of \$1,999 and under, but has \$500 indemnity listed, it must be included in the \$9,999 and under category, not the \$1,999 and under category. **The \$1,999 category is only for those claims with medical expenses, no indemnity.**

Claim Category	Claims Occurring in CY 2013	Claims Occurring in CY 2012	Claims Occurring in CY 2011	Claims Occurring in CY 2010
	<u>DOI 2014</u>	<u>DOI 2013</u>	<u>DOI 2012</u>	<u>DOI 2011</u>
Individual claims \$10,000 & over incurred List individually.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2014.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2013.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2012.	Actual incurred amount (paid & reserves) for each claim open & closed that occurred in 2011.
AND				
	<u>DOI 2014</u>	<u>DOI 2013</u>	<u>DOI 2012</u>	<u>DOI 2011</u>
Individual claims \$9,999 (medical & comp) and under incurred. Aggregate amount.	Actual incurred amount (\$9,999 & under, paid & reserves) for each claim open & closed that occurred in 2014.	For medical & comp claims \$9,999 & under update according to rules shown above.	For medical & comp claims \$9,999 & under update according to rules shown above.	For medical & comp claims \$9,999 & under update according to rules shown above.
AND				
	<u>DOI 2014</u>	<u>DOI 2013</u>	<u>DOI 2012</u>	<u>DOI 2011</u>
***Individual claims \$1,999 and under incurred that are medical only claims. Aggregate amount.	Actual incurred medical only (paid & reserves) on claims open & closed that occurred in 2014.	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 \$1,999 & under updated according to rules shown above.

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 \$9,999 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.