



INDUSTRIAL COMMISSION OF  
**ARIZONA**

**Claims Division**

## **New Form 101 – Employer’s Report of Injury - FAQ**

**Is it true that the Employers Report of Injury - Form 101 can only be submitted through the online webform?**

**Yes.** The new Employer's Report of Injury can only be completed online. Paper & Fax will continue to be accepted for 90 days.

**Can I download or print a copy of the completed Form 101 submitted through the webform?**

**Yes.** Once signed, a copy of the completed and signed Form 101 will be emailed to the submitter. It can be saved or printed as needed, then distributed to the Carrier/TPA/Self-Insured Employer.

**How do employers send copies of the 101 Form to their insurer and keep one for their records?**

Once signed, a copy of the completed and signed Form 101 will be emailed to the submitter. It can be saved or printed as needed, then distributed to the Carrier/TPA/Self-Insured Employer.

### **What happens if the 101 Form filed but is missing from claim files?**

**When submitted, there should be very few, if any, missing 101s.** The employer is responsible for submitting a 101 for every claim. Unusual gaps should be looked into. If it was submitted and still missing, there may be a mismatch in personally identifying information. Please email the details of how it was submitted to [Claims@azica.gov](mailto:Claims@azica.gov), and we will look into the missing document.

### **What does the ICA do when they receive a 101?**

**The ICA holds all Claims records.**

- If there's a claim on file, the 101 is matched to the claim.
- The 101 is stored in a separate repository if no claim has been filed.

### **What if a 101 Form is incomplete or missing a signature?**

**The 101 webform requires all necessary fields;** incomplete or unsigned submissions will be prevented automatically.

### **What if there is no ICA notification on file?**

**The ICA holds all Claims records.** If no claim is on file, the 101 is held in a repository and matched to a claim if/when a claim is filed.

### **We submit a high volume of 101's and this new webform is very inefficient to complete one by one?**

Please email [Claims@azica.gov](mailto:Claims@azica.gov) if you have extenuating circumstances that involve a high volume of 101's

### **Why does the Employer's Report of Injury no longer have where the incident happened**

The investigation is not limited to the employer's report of injury form. The form was streamlined with community input to remove questions that were not necessary to the purpose of 'reporting an injury'.

### **When I log into the Community I do not see the Employer's Report of Injury form**

The form is viewable when logged out on the community landing page & also when logged in as an employer.