North Carolina Industrial Commission

IC File # _____

Emp. Code #**0006040**

Carrier Code #**Self**

Employer FEIN _____

Carrier File # _____

The I.C. File # is the unique identifier for this injury. It will be provided by return letter and is to be referenced in all future correspondence.

EMPLOYER'S REPORT OF EMPLOYEE'S INJURY OR OCCUPATIONAL DISEASE TO THE INDUSTRIAL COMMISSION

Emp. Code _____ **Fund** _____ **Dept.** _____

The filing of this report by an employer is required by law. It does not satisfy the employee's obligation to file a claim.

The Use Of This Form Is Required Under The Provisions of The Workers' Compensation Act

Employee's Name			**The University of North Carolina at Greensboro** Employer's Name		**(336) 334-5009** Telephone Number
Address			**Human Resource Services, P.O. Box 26170** Employer's Address	**Greensboro** City	**NC** State / **27402** Zip
City	State	Zip	**Key Risk Management Services, Inc.** Insurance Carrier	Policy Number	
( ) Home Telephone	( ) Work Telephone		**P.O. Box 49129** Carrier's Address	**Greensboro** City	**NC** State / **27419** Zip
Social Security Number	☐ M ☐ F Sex	Date of Birth	**(800) 366-1511** Carrier's Telephone Number	**(336) 605-7300** Fax Number	

Employer	1.	Give nature of employer's business: Education and Research
Time And Place	2.	Location of plant where injury occurred County Department State if employer's premises
	3.	Date of injury 4. Day of week Hour of day : ☐ A.M. ☐ P.M.
	5.	Was employee paid for entire day 6. Date disability begar ☐ A.M. ☐ P.M.
	7.	Date you or the supervisor first knew of injury 8. Name of supervisor
Person Injured	9.	Occupation when injured
	10.	(a) Time employed by you (b) Wages per hour $
	11.	(a) No. hours worked per day (b) Wages per day $ (c) No. of days worked per week
		(d) Avg. weekly wages w/ overtime **$** (e) If board, lodging, fuel or other advantages were furnished in addition to wages, estimated value per day, week or month. $ **per**
Cause And Nature Of Injury	12.	Describe fully how injury occurred and what employee was doing when injured (Statement made without prejudice and without vouching for correctness of information)
	13.	List all injuries and specify body part involved (e.g. right hand or left hand)
	14.	Date & hour returned to work **at : .M.** 15. If so, at what wages **$ per**
	16.	At what occupation 17. Employee's salary continued in full?
	18.	Was employee treated by a physician
Fatal Cases	19.	Has injured employee died 20. If so, give date of death (Submit Form 29

Employer name: The University of North Carolina at Greensboro Date Completed _____

Signed by _____ Official Title Supervisor

THIS REPORT MUST BE TRANSMITTED TO THE INDUSTRIAL COMMISSION THROUGH THE UNIVERSITY'S INSURANCE CARRIER.

OSHA 301 Information:

Case Number from Log:	Date Hired:	Time Employee began work on date of incident: : ☐ A.M. ☐ P.M.	If off-site medical treatment provided, answer entire next line.
Name of facility:		Address: Street/City/Zip/Telephone	ER visit? ☐ Yes ☐ No / Overnight stay? ☐ Yes ☐ No

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

FORM 19
8/02
PAGE 1 OF 2

For IC use ONLY
Nature _____
Body _____
Cause _____
SIC _____
Coder _____

FORM 19

SELF-INSURED EMPLOYER OR CARRIER MAIL TO:
NCIC - STATISTICS SECTION
4334 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-4334
MAIN TELEPHONE: (919) 807-2500
OMBUDSMAN: (800) 688-8349

Employer must furnish a copy of this form, as completed, to the employee or the employee's representative when submitted to the Insurance Carrier or Claims Administrator for transmission to the Commission. Every question must be answered. This report must be transmitted to the Commission through your insurance carrier/claims administrator, and is required by law to be filed within 5 days after knowledge of accident.

IMPORTANT INFORMATION FOR EMPLOYEE

Reporting an Injury

If you do not agree with the description or time of the accident given on this form, you should make a written report of injury to the employer within thirty (30) days of the injury.

Making A Claim

To be sure you have filed a claim, complete a Form 18, Notice of Accident, within two years of the date of the injury and send a copy to the Industrial Commission and to your employer. The employer is required by law to file this Form 19, but the filing of the Form 19 does not satisfy the employee's obligation to file a claim. The employee must file a Form 18 even though the employer may be paying compensation without an agreement, or the Commission may have opened a file on this claim. A claim may also be made by a letter describing the date and nature of the injury or occupational disease. This letter must be signed and sent to the Industrial Commission and to your employer.

FOR ASSISTANCE OR TO OBTAIN A FORM 18 FROM THE INDUSTRIAL COMMISSION, YOU MAY CALL (800) 688-8349

USE YOUR I.C. FILE NUMBER (IF KNOWN) OR SOCIAL SECURITY NUMBER ON
ALL FUTURE CORRESPONDENCE WITH THE COMMISSION

[SPANISH TRANSLATION]

INFORMACIÓN IMPORTANTE PARA LOS EMPLEADOS

Reporte de una Lesión (Reporting an Injury)

Si usted no está de acuerdo con la descripción o la hora del accidente que aparece en el formulario, debe hacer un reporte de la lesión por escrito y dárselo a su empleador dentro de un período de treinta (30) días a partir de la fecha de la lesión.

Cómo Presentar una Reclamación (Making a Claim)

Para ceriorarse de que ha presentado una reclamación, complete el Formulario 18 Notificación de Accidente dentro de un período de dos años a partir de la fecha de la lesión y envíe una copia a la Comisión Industrial y una copia a su empleador. Por ley, el empleador debe presentar el Formulario 19, sin embargo, el presentar el Formulario 19 no cumple con la obligación que tiene el empleado de presentar una reclamación. El empleado debe presentar el Formulario 18 aunque el empleador esté pagando compensación sin tener un acuerdo o si la Comisión ha creado un expediente con respecto a esta reclamación. También se puede presentar una reclamación por medio de una carta explicando la fecha y la naturaleza de la lesión o la enfermedad ocupacional. Esta carta se debe firmar y enviar a la Comisión Industrial así como al empleador.

PARA RECIBIR ASISTENCIA O PARA OBTENER EL FORMULARIO 18 DE LA COMISIÓN INDUSTRIAL, USTED PUEDE HABLAR AL (800) 688-8349

EN TODA LA CORRESPONDENCIA QUE ENVÍE A LA COMISIÓN INDUSTRIAL POR FAVOR ESCRIBA
EL NÚMERO DE CASO DESIGNADO POR LA COMISIÓN *[I.C. FILE NUMBER]* (SI LO SABE)
O SU NÚMERO DE SEGURO SOCIAL.

FORM 19

SELF-INSURED EMPLOYER OR CARRIER
MAIL TO:
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RALEIGH, NORTH CAROLINA 27699-4334
MAIN TELEPHONE: (919) 807-2500
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