Form OIC-WC-2

West Virginia Workers' Compensation
Employers' Report of Occupational Injury or Disease

PLEASE PRINT OR TYPE

Section I — Employer Information

Insurer:		**Third-Party Administrator:**	
Employer's Name:	Nature of Business:		FEIN:
Address:			
City:	State:	Zip:	Telephone: ( ) -

Section II — Employee Information

Name: (Last):	(First):	(M.I.):	**Occupation/Job Title:**
Address:			**Telephone:** ( ) -
City:	State:	Zip:	**Social Security No.:** - -
Date of Birth: ____/____/____	**6. Sex:** ☐ M ☐ F		**Marital Status:**
Injured Employee is (check all that apply): ☐ Full-Time ☐ Part-Time ☐ Volunteer ☐ Owner/Partner ☐ Officer ☐ Retired – Date Retired: ____/____/____			**Employee's Occupation/Job Title:**

Section III — Information Regarding Injury or Disease

Date of Injury or Last Exposure: ____/____/____ **Time:** ☐ a.m. ☐ p.m.		**Witnesses to Injury:**
Date Employer Notified of Injury or Disease: ____/____/____	**Supervisor to whom Injury or Disease Reported:**	
If Injury was Fatal, Indicate Date of Death: ____/____/____		
Did Injury Occur on Employer's Property? ☐ Yes ☐ No Address or location where injury occurred:		

What was the Employee Doing when Injury Occurred (loading truck, walking down stairs, etc.)**:**

How did the Injury or Disease Occur (be specific; include time that employee began work on the date of injury, any equipment, tools, substances or objects connected to the injury; attach additional sheet if necessary)**:**

Nature of Injury or Disease (cut, bruise, strain, etc.):

Body Part(s) Injured:

Are You Aware of, or Do You Suspect, a Prior Injury to this Body Part? ☐ Yes ☐ No

Do You Have Reason to Question this Injury? ☐ Yes ☐ No (If "yes," attach a specific explanation to this form).

Location of Initial Treatment: **Emergency Room?** ☐ Yes ☐ No **Hospitalized?** ☐ Yes ☐ No

Section IV — Wage and Lost Time Information

Date Hired: ____/____/____	**Last Day Worked After Occupational Injury or Disease:** ____/____/____	
Number of Work Days Lost:	**Date of Return to Work:** ____/____/____	**Hours Worked per Week:**
Is Light Duty Available? ☐ Yes ☐ No	**Wage on Date of Injury: $** per ☐ hour ☐ day ☐ week ☐ month	
Are Wages Being Paid to Injured Employee During Disability? ☐ Yes ☐ No	**If Employee has Returned to Work, is it Alternative or Modified Work?** ☐ Yes ☐ No If "yes," indicate current wage: **$** per ☐ hour ☐ day ☐ week ☐ month	
Daily rate of pay on the date of injury: $	**and best quarter wages of preceding four quarters** $	

I certify the statements and answers set forth in this section are true and correct to the best of my knowledge. I am aware the law, specifically West Virginia Code §61-3-24e, provides for severe penalties if I knowingly certify a false report or statement and/or withhold a material fact regarding any information requested. I acknowledge the provisions of the aforementioned code and the severe penalties for knowingly with fraudulent intent aiding or abetting anyone in securing or attempting to secure benefits to which he or she is not entitled.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____/_____/_____