

## SOFTWARE REQUIREMENTS

To view, complete, and print this application, you will need Adobe Reader or Adobe Acrobat software. This product is available for free download by visiting <http://www.adobe.com/products/reader>. The Adobe Acrobat product is a paid product. The program and associated licenses can be purchased at <http://www.adobe.com/products/acrobat>.

## PDF CONTENTS

- PDF Instructions (1 page)
- First Notification of Injury Form (2 pages)
- Physician's Return to Work Recommendations Record (1 page)
- Release of Medical Records Authorization (1 page)

## COMPLETING THE FORMS ELECTRONICALLY

1. Open the PDF file
2. Click 'Save As' to save a new specific copy of the file. Not doing so will cause your master copy to overwrite any previous versions, or cause your file to be deposited into your Temporary folder.\*\*
3. To enter text: Click your cursor over the designated field, your text cursor will display. Begin typing information into the field. Some fields will require information to be explained in detail- these fields are formatted to fit text on multiple lines. Text in these fields will get progressively smaller and automatically start a new line.
4. Check Boxes: Some questions will require a 'YES' or 'NO' answer or ask you to check a specific reply. Click the box containing your desired response, and a blue check mark will appear.
5. Once completed, save your file and print the form. Please sign.

*\*\*The ability to save individual copies of forms is only available with Adobe Acrobat. Adobe Reader users are required to print their records and scan them for digital storage.*

## IMPORTANT

- **THE 'FIRST NOTIFICATION OF INJURY' DOCUMENT IS TO BE FILLED OUT BY BOTH THE INJURED EMPLOYEE'S SUPERVISOR (1ST PAGE) AND THE INJURED EMPLOYEE (2ND PAGE).**
- **THE 'PHYSICIAN'S RETURN TO WORK RECOMMENDATIONS RECORD' DOCUMENT IS TO BE FILLED OUT BY THE INJURED EMPLOYEE'S ATTENDING PHYSICIAN, AND NOT A NURSE OR PHYSICIAN'S ASSISTANT.**

# FIRST NOTIFICATION OF INJURY FORM

## SUPERVISOR'S REPORT

INJURED PERSON:  DATE:  CHECK ONE  EMPLOYEE  VISITOR  VOLUNTEER

NAME AND POSITION OF PERSON PREPARING REPORT:

DEPARTMENT:  SUPERVISOR'S PHONE NUMBER:

DATE OF INJURY:  TIME OF INJURY:  A.M. P.M. LEFT WORK? (CLICK)

ADDRESS OF ACCIDENT:

WHAT WAS THE EMPLOYEE DOING WHEN INJURED? BE SPECIFIC. PLEASE NAME ANY EQUIPMENT USED.

HOW DID THE ACCIDENT OCCUR?

HOW LONG HAS THE EMPLOYEE BEEN ON THE JOB?  DAYS  MONTHS  YEARS

WHAT SAFETY EQUIPMENT IS REQUIRED ON THE JOB FOR THE WORK BEING PERFORMED?

WAS THE EMPLOYEE USING ALL REQUIRED SAFETY EQUIPMENT? (CLICK)

IF NO, WHICH SPECIFIC PERSON PROTECTIVE EQUIPMENT WAS NOT USED & WHY?

DOES AN UNSAFE CONDITION EXIST THAT CONTRIBUTED TO THE CAUSE? (CLICK)

IF YES, WHAT IS THE CONDITION?

HOW COULD THIS ACCIDENT BEEN PREVENTED?

CORRECTIVE ACTION TAKEN BY SUPERVISOR? (CLICK)   DATE:

REINSTRUCTION OF PERSON(S) INVOLVED?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
EQUIPMENT REPAIR/REPLACEMENT?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
IMPROVED PERSONAL PROTECTION EQUIPMENT?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
REDUCED CONGESTION?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
IMPROVED DESIGN/CONSTRUCTION?	<input type="button" value="YES"/>	<input type="button" value="NO"/>
DISCIPLINE OF PERSON(S) INVOLVED?	<input type="button" value="YES"/>	<input type="button" value="NO"/>

OTHER:

IN DETAIL, PLEASE EXPLAIN ACTION TAKEN TO PREVENT RECURRENCE:

**EMPLOYEE INFORMATION**

NAME:  SSN:  GENDER:  M  F HOME PHONE:   
 ADDRESS:  CITY:  STATE:  ZIP:   
 BIRTHDATE:

**EMPLOYMENT HISTORY**

OCCUPATION:  DEPARTMENT:  DATE HIRED:

**ACCIDENT INFORMATION**

DATE OF INJURY:  TIME OF INJURY:  DATE REPORTED:   
 NAME OF INDIVIDUAL THE INJURY WAS REPORTED TO:

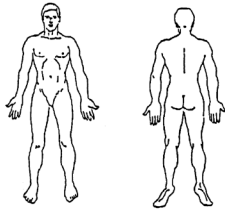
IN YOUR OWN WORDS, EXPLAIN IN DETAIL WHAT YOU WERE DOING IMMEDIATELY BEFORE THE ACCIDENT AND HOW THE ACCIDENT OCCURRED:

WITNESS?:  DID/WILL YOU SEEK MEDICAL TREATMENT? (CLICK)

IF YES, PLEASE PROVIDE PHYSICIAN:

CLINIC:   
 PHYSICIAN:   
 ADDRESS:   
 PHONE:

INDICATE ON THE DIAGRAM THE LOCATION OF INJURY



DESCRIBE SYMPTOMS:

I HEREBY CERTIFY THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

DATE:  SIGNATURE:

**EMPLOYER SECTION:**

PLEASE CHECK ONE:

EMPLOYEE HAS NOT MISSED TIME FROM WORK   
 EMPLOYEE IS OFF WORK

IF EMPLOYEE IS OFF WORK, PLEASE INDICATE REASON

AUTHORIZED OFF WORK   
 WORK RESTRICTIONS

PLEASE SUBMIT REPORT TO:

MUNICIPALITY   
 NAME   
 PHONE   
 FAX

PLEASE BE SURE TO ATTACH A COPY OF THE PHYSICIAN'S RETURN TO WORK REPORT IF AVAILABLE

FAX REPORT TO AEGIS CORPORATION AT 262-252-6579 WITHIN 24 HOURS

SUPERVISOR OR HR REPRESENTATIVE:  PHONE:

**WORKER'S COMPENSATION**  
**ATTENDING PHYSICIAN'S RETURN TO WORK**  
**RECOMMENDATIONS RECORD**

EMPLOYER NAME:   
 CLAIM NUMBER:

PATIENT NAME:  DATE OF INJURY:

**TO BE COMPLETED BY ATTENDING PHYSICIAN - PLEASE CHECK**

DIAGNOSIS/CONDITION  
 (BRIEF EXPLANATION)

I SAW AND TREATED THIS PATIENT ON \_\_\_\_\_ AND BASED ON THE ABOVE DESCRIPTION OF THE PATIENT'S CURRENT MEDICAL PROBLEM:  
 (DATE)

1.  RECOMMEND HIS/HER RETURN TO WORK WITH NO LIMITATIONS ON: \_\_\_\_\_  
 (DATE)

2.  HE/SHE MAY RETURN TO WORK ON: \_\_\_\_\_ CAPABLE OF PERFORMING THE DEGREE OF WORK CHECKED BELOW  
 WITH THE FOLLOWING LIMITATIONS: (DATE)

- SEDENTARY WORK.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involved sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- LIGHT WORK.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree of when it involved sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.
- LIGHT MEDIUM WORK.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- MEDIUM WORK.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- MEDIUM HEAVY WORK.** Lifting 75-80 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- HEAVY WORK.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

**1. In an 8-hour work day, the patient may:**

- a. Stand/Walk  
 NONE     1-4 Hours     4-6 Hours     6-8 Hours
- b. Sit  
 1-3 Hours     3-5 Hours     5-8 Hours
- c. Drive  
 1-3 Hours     3-5 Hours     5-8 Hours

**2. Patient may use hand(s) for repetitive:**

- Single Grasping
- Pushing or Pulling
- Fine Manipulation

**3. Patient may use foot/feet for repetitive movement as in operating foot controls:**

- YES     NO

**4. Patient is able to:**

	FREQUENTLY	OCCASIONALLY	NOT AT ALL
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INSTRUCTIONS AND/OR  
 LIMITATIONS INCLUDING PRESCRIBED  
 MEDICATIONS:

THESE RESTRICTIONS ARE IN EFFECT UNTIL: \_\_\_\_\_ OR UNTIL THE PATIENT IS RE-EVALUATED ON: \_\_\_\_\_  
 (DATE) (DATE)

3.  HE/SHE IS TOTALLY INCAPACITATED AT THIS TIME. PATIENT WILL BE RE-EVALUATED ON: \_\_\_\_\_  
 (DATE)

NAME OF PROVIDER:  DATE:   
 PHYSICIAN:   
 PHYSICIAN'S SIGNATURE:



**WORKER'S COMPENSATION**  
**RELEASE OF MEDICAL RECORDS AUTHORIZATION**

By law, all health care providers must provide any employee, employer, worker's compensation insurer or their representative any information reasonably related to any alleged work injury. However, determining the relationship of prior medical records to a work injury can be difficult and time consuming. Therefore, to assist in the timely investigation of your claim, this document authorizes the health care provider to release medical information without attempting to determine the extent of its relationship to your alleged work injury:

<b>NAME OF PROVIDER:</b>	<input type="text"/>		
<b>PROVIDER ADDRESS:</b>	<input type="text"/>		
<b>PHYSICIAN:</b>	<input type="text"/>	<b>EMPLOYER NAME:</b>	<input type="text"/>
<b>PATIENT NAME:</b>	<input type="text"/>	<b>PATIENT D.O.B.:</b>	<input type="text"/>
<b>PATIENT SSN:</b>	<input type="text"/>	<b>WC CLAIM NO.:</b>	<input type="text"/>

The patient named above hereby authorized the health care provider named above to disclose all records checked below in its possession relating to the patient's health, treatment, and evaluation to:

<b>NAME &amp; ADDRESS OF PARTY AUTHORIZED TO RECEIVE PROTECTED INFORMATION:</b>	Aegis Corporation 18550 West Capitol Drive Brookfield, WI 53045
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or its designated representatives, and to furnish to them a legible, certified duplicate of all records, writings, reports, test results and x-rays in its possession containing such information. This authorization includes all records, reports, correspondence, or other materials in the possession of the health care provider authorized, even if those materials were not generated by the health care provider, and the redisclosure of such materials is hereby authorized. This release is for use in the investigation, preparation, evaluation, and/or hearing of the worker's compensation claim described above.

**PHYSICAL ONLY:**

Release all records, correspondence, and any other information from whatever source regarding the patient's physical health, treatment and evaluation including, but not limited to, any made or provided by any physician, nurse, chiropractor, osteopath, dentist, physical therapist, hospital, or any other health care provider.

This consent constitutes a waiver of any privilege created by state or federal statute, regulation, rule or other authority, including but not limited to Wis. Stat. §§ 51.30, 146.025, 146.81, and 146.82, 42 C.F.R., Chap. 1, subpart C., § 2.31 and 45 C.F.R. § 164.508.

In signing this consent form, I acknowledge that I understand that:

- I am authorizing release of the records and information listed above.
- I am waiving any privilege that may otherwise prevent disclosure of the records and information listed above.
- I understand that the health care provider named above, whom I am authorizing to disclose my protected health information, may not condition my treatment, payment, enrollment or eligibility for benefits (if applicable) on whether I sign this authorization, except: (1) if my treatment is related to research, or (2) health care services are provided to me solely for the purpose of creating protected health information for disclosure to a third party.
- I may revoke this authorization at any time by a written request to the party authorized above to receive information, except that the party authorized above to receive such information may rely upon any personal health information received before the revocation of this authorization. Any by notifying the disclosing medical records/health information department in writing.
- I may obtain a copy of the disclosed medical records and information, upon written request to the party authorized above to receive information, at no charge to me.
- My personal health information disclosed pursuant to this authorization may be redisclosed and may no longer be protected by federal law. My personal health information may be released to any of the following: the employer, the worker's compensation insurer, the Department of Workforce Development, other parties to this matter or their attorneys; the Labor and Industry Review Commission; any court on any action of proceeding relating to this matter; experts retained or consulted by any party; and any of their agents, employees, or representatives. I specifically authorize and consent to any such disclosure and redisclosure.
- I am entitled to a copy of this consent form after I sign it.

This consent is subject to revocation at any time. If not revoked, this consent is effective for two (2) years from date signed. This authorization expressly waives any requirement that is must be used within a certain number of days after the date of signing, or that is must be dated within any time period before the date it is used. This authorization shall also extend to records of future treatment, after the date of signing of this authorization, as long as such treatment occurs while this authorization is still in effect. A photocopy shall be valid as the original.

<b>PATIENT SIGNATURE</b> (OR PERSON AUTHORIZED TO SIGN FOR PATIENT):	<input type="text"/>	<b>DATE:</b>	<input type="text"/>
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