State of Wisconsin
University Of Wisconsin System
UW-
UWS/OSLP-1Emp (03/02)

EMPLOYEE'S WORK
INJURY AND ILLNESS REPORT

PLEASE TYPE OR PRINT

INSTRUCTIONS:
1. **Complete within 24 hours of the injury.**
2. **Sign and date the completed report**
3. **Submit to your supervisor to complete the WKC-12 form.**
4. **Direct any questions to your agency Worker's Compensation Coordinator.**

FOR AGENCY USE ONLY
Claim Number
Claim Examiner / Representative

Employee Name (as it appears on payroll)	Time of Injury AM PM	Date of Injury
Work Telephone ( ) / Home Telephone ( )		
Was Medical Treatment Required? ☐ Yes ☐ No First aid only ☐ Yes ☐ No Time Lost From Work ☐ Yes ☐ No Last day worked (MM / DD/ YY)	Name and Address of Treating Practitioner/Facility	

Exact location of where accident took place (inside, outside, building name, room, vehicle, etc.)

Witnesses (names, addresses, work telephone numbers)

Describe in detail what you were doing when the injury /illness occurred. How exactly did it happen?

Date the injury / illness reported to my supervisor (Month, Day, Year)

Part of body injured (Check ***ALL*** that apply, and circle appropriate position) (Thumb = Finger 1, Great toe = Toe 1)

☐	Abdomen	☐	Back U M L	☐	Finger R L 1 2 3 4 5	☐	Head	☐	Mouth	☐	Shoulder R L				
☐	Ankle R L	☐	Eye R L	☐	Foot R L	☐	Knee R L	☐	Neck	☐	Toe R L 1 2 3 4 5				
☐	Arm R L	☐	Elbow R L	☐	Hand R L	☐	Leg R L	☐	Nose	☐	Wrist R L				
☐	Other (Please specify)				For Hand and Arm injuries circle your dominant arm : Right Left										

Have you ever been treated for a similar injury or condition? ☐ Yes ☐ No	If Yes Date(s) of Treatment	Name of Practitioner, Hospital or Clinic Which Provided Prior Treatment for Similar Injury:

Please read carefully. I certify that the above statements are true and accurate and I understand that a false worker's compensation claim is a violation of Wisconsin criminal code, which may result in a fine, imprisonment, or termination from employment. Further I understand that the signature below authorizes medical, mental health and chiropractic providers to release all medical, mental health and chiropractic records to the State of Wisconsin, University Of Wisconsin System, Office of Safety and Loss Prevention, Worker's Compensation Department, or its designated representatives, at P.O. Box 8010, Madison, WI 53708-8010

✍ **Employee Signature** _____ **Date** _____

FOR AGENCY USE ONLY	PRIMARY ORGANIZATION CODE	FUND NUMBER	%
	1 -2 8 5 - 0 ___ - ___ ___ - ___ ___ ___ ___ ___ ___ ___		
	SECONDARY ORGANIZATION CODE	FUND NUMBER	%
	1 -2 8 5 - 0 ___ - ___ ___ - ___ ___ ___ ___ ___ ___ ___		

LOSS DESCRIPTION CODES	CAUSE / OCCURRENCE	OBJECT	RESULT	LOCATION	OCCUPATION
	___ ___ ___ ___	___ ___ ___	___ ___ ___ ___	___ ___ ___ ___	___ ___ ___ ___

OSHA CODES	Incident was OSHA "recordable"? ☐ Yes ☐ No	
Name of Authorized Representative		Date