educational service center
Council of Governments

2080 CITYGATE DRIVE
COLUMBUS, OH 43219
614.445.3767 | www.escco.org

MEMORANDUM | Office of Business Services

The Educational Service Center Council of Governments (ESC-COG) has selected 3-hab as the Managed Care Organization (MCO) to handle the medical management for your workers' compensation claims. To ensure proper handling of these claims, please find the enclosed 3-hab/ESC-COG materials, designed to assist you in handling a work-related accident.

The ESC-COG injury report must be completed within 24 hours from the time of the injury, and submitted to the Office of Business Services. The 3-hab ID card contains the medical provider with all information needed to obtain prior authorization, submit medical bills, etc. Therefore, this card needs to be shown to all treating providers. The enclosed First Report of Injury (FROI) form must be completed by your provider and sent to 3-hab, along with all medical documentation.

If additional assistance is needed, please contact 3-hab at 1.800.869.1871.

Per the ESC-COG Staff Handbook, in the event of a work-related injury, the following step are necessary:

1. Notify your supervisor **immediately.**
2. An employee injury/accident report must be completed within 24 hours and submitted to the Office of Business Services.
    a. Mail: 2080 Citygate Drive, Columbus, OH 43219
    b. Fax: 614.445.3772
3. You must also report the injury to 3-hab.
    a. Phone: 1.800.869.1871
4. Present the enclosed 3-hab ID card provided in this packet.

In an emergency, seek immediate medical attention. Your physician will be required to call the MCO within 24 hours of treatment to report the injury.

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EMPLOYEE INJURY/ACCIDENT REPORT

Return to Business Services within 24 hours. All fields must be completed.
Fax:: 614.445.3772

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

This Employee Injury/Accident Report must be filled out when a recordable work-related injury or accident has occurred. This form assists the ESC of Central Ohio in understanding the extent and severity of work-related incidents. These forms must be completed, signed by the employee and appropriate supervisor and submitted to the Office of Business Services within 24 hours.

Information to be completed by the employee.

Name:_____

Address: _____

City: _____ State: _____ ZIP: _____

Date of Birth: ___/___/____ Date Hired: _____

☐ Male ☐ Female

Job Title: _____

Department Name: _____

Date of Injury/Accident: _____

Building/Location of incident: _____

Address, City, State, ZIP:

_____

Time employee began work: _____ am / pm

Time of injury/accident: _____ am / pm

Was medical attention or emergency treatment necessary?

☐ Yes ☐ No

If Yes, provide name of physician or health care provider.

_____

Where was treatment given, if off the work site?

_____

Was employee treated in an emergency room?

☐ Yes ☐ No

Was employee hospitalized overnight as an in-patient?

☐ Yes ☐ No

Was treatment prescribed?

☐ Yes ☐ No

What was employee doing immediately prior to accident? (Describe activity, as well as the tools, equipment or material being used. Be specific.)

Name a witness:

_____

What happened? How did the injury occur?

Describe the injury. Be specific, including which part of the body was affected.

Was first aid required? Explain.

Will this injury cause loss of time? ☐ Yes ☐ No

If yes, how many days? _____

Is this an aggravation of a previous injury? ☐ Yes ☐ No

Have you ever had a similar injury? ☐ Yes ☐ No

What object or substance directly harmed the employee? (If this does not apply, write “N/A”)

Signatures

I certify that the above information is accurate to the best of my knowledge.

Signature of Employee ***Date***

Signature is verification that the supervisor/ coordinator/principal has checked the validity and completeness of the above statement.

Supervisor/Coordinator/Principal Comments:

POL#39316020
ED SERVICE CTR COUNCIL

www.ohiobwc.com

Ohio Workers' Comp ID Card

3-hab℠
For Job-Related Injuries

Employee, if work related injury

1) Notify Employer ***immediately***
2) To report an injury call 3-hab ***immediately*** at:

1-800-869-1871

Care Coordinator,
Customer Service &
Billing Inquiries... CALL

local: 513-221-3422
fax: 1-800-869-1872

To Providers: All FROI and medical documentation fax to 1-800-869-1872 or 1-513-221-2008.
Employer responsible for drug testing payment.
Providers: Fax treatment plan to 1-513-221-2008 or 1-800-869-1872 along with all pertinent patient information for *required prior authorization*. Refer to your Provider Guidebook for procedures.
Pharmacy Providers: Outpatient medication bills must be submitted electronically at the point of service to the pharmacy benefits manager selected by the Ohio Bureau of Workers' Compensation. To enroll as a BWC pharmacy provider or for further questions about outpatient medications, call 1-800-OHIO-BWC, Option 5.

MEDICAL INFORMATION RELEASE FORM

EMPLOYEE NAME:_____

DATE OF INJURY:_____

CLAIM NUMBER:_____

I understand that the Industrial Commission of Ohio Rule 4121-17-30(L) requires me to provide a signed medical release to my employer upon request.

By signing this release, I expressly waive all provisions of law, which forbid any person (or persons or medical facility who did or will treat, examine, or may have information useful of necessary for the resolution of issues in the administration of my workers' compensation claim) from disclosing such information to my employer or its representative.

Employee Signature: _____

Date:_____

Ohio | Bureau of Workers' Compensation

First Report of an Injury, Occupational Disease or Death

This form can be completed and submitted online at **www.bwc.ohio.gov**

Report your injury by completing all three sections of this form

1. Complete as much of all three sections of this form as possible to reduce the time necessary in determining the claim. If this form is completed by the injured worker at the first visit to a medical provider, the injured worker may give the FROI to the provider to complete the treatment information section. The provider can then submit the FROI to the MCO.
2. Deliver, mail or fax the completed document to your employer or your employer's managed care organization (MCO).
3. If you do not know your employer's MCO, contact BWC at **1-800-644-6292** and follow the prompts, or use the MCO on BWC's Web site at **www.bwc.ohio.gov.**
4. If you are unable to determine your MCO, mail or fax this form to the BWC customer service office closest to your home. For information on your local customer service office, please visit **www.bwc.ohio.gov.**, or call **1-800-644-6292.**

Injured workers employed by a self-insuring employer

- Complete this form and give to your employer.
- Your employer should be able to tell you if he or she is a self-insuring employer.
- If your employer is self-insuring and you file this information with BWC, processing delays may occur.

For assistance in completing this form, call your BWC customer service office Monday through Friday, 8 a.m. – 5 p.m.

Cambridge
61501 Southgate Road
Cambridge, OH 43725-9114
Phone: 740-435-4200
Fax: 866-281-9351

Canton
339 E. Maple St., Suite 200
North Canton, OH 44720-2593
Phone: 330-438-0638
Toll free: 800-713-0991
Fax: 866-281-9352

Cleveland
615 Superior Ave. W.
Cleveland, OH 44113-1889
Phone: 216-787-3050
Toll free: 800-821-7075
Fax: 866-336-8345

Columbus
30 W. Spring St.
Columbus, OH 43215-2256
Phone: 614-728-5416
Fax: 866-336-8352

Dayton
3401 Park Center Drive, Suite 100
Dayton, OH 45414-2577
Phone: 937-264-5000
Fax: 866-281-9356

Garfield Heights
4800 E. 131 St., Suite A
Garfield Heights, OH 44105-7132
Phone: 216-584-0100
Toll free: 800-224-6446
Fax: 866-457-0590

Cincinnati–Governor's Hill
8650 Governor's Hill Drive
Cincinnati, OH 45249-1369
Phone: 513-583-4400
Fax: 866-281-9357

Lima
2025 E. Fourth St.
Lima, OH 45804-4101
Phone: 419-227-3127
Toll free: 888-419-3127
Fax: 866-336-8346

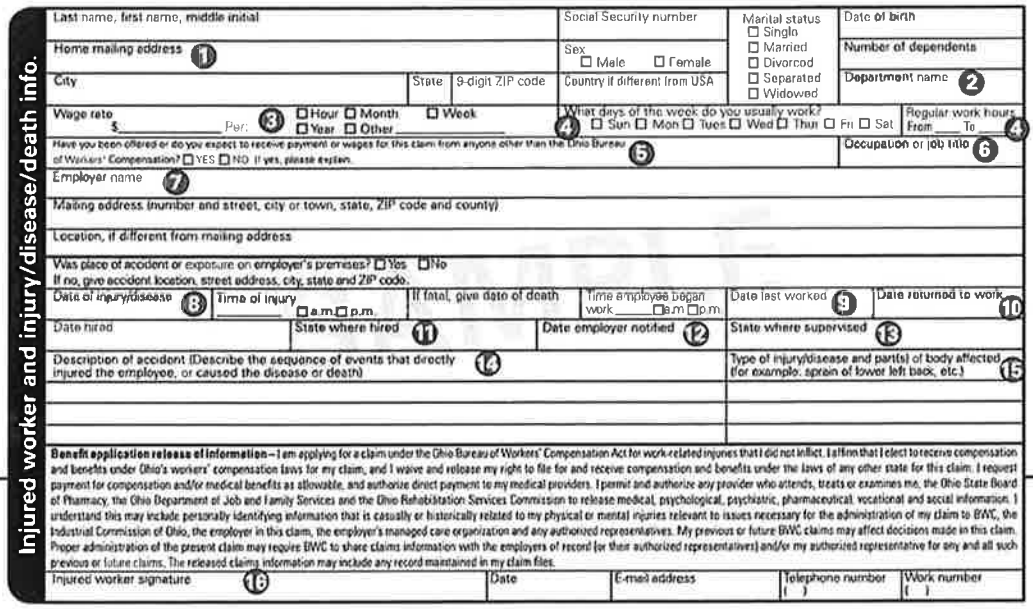
Mansfield
240 Tappan Drive, N., Suite A
Ontario, OH 44906-1366
Phone: 419-747-4090
Fax: 866-336-8350

Portsmouth
1005 Fourth St.
Portsmouth, OH 45662-4315
Phone: 740-353-2187
Fax: 866-336-8353

Toledo
P.O. Box 794
1 Government Center, Suite 1136
Toledo, OH 43697-0794
Phone: 419-245-2700
Fax: 866-457-0594

Youngstown
242 Federal Plaza, W., Suite 200
Youngstown, OH 44503-1206
Phone: 330-797-5500
Toll free: 800-551-6446
Fax: 866-457-0596

Completion instructions (continued)



Injured worker and injury/disease/death info.

Last name, first name, middle initial | Social Security number | Marital status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed | Date of birth

Home mailing address ❶ | Sex ☐ Male ☐ Female | Number of dependents

City | State | 9-digit ZIP code | Country if different from USA | Department name ❷

Wage rate $_____ Per: ❸ ☐ Hour ☐ Month ☐ Week ☐ Year ☐ Other _____ | What days of the week do you usually work? ❹ ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat | Regular work hours From ____ To ____ ❹

Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? ☐ YES ☐ NO If yes, please explain. ❺ | Occupation or job title ❻

Employer name ❼

Mailing address (number and street, city or town, state, ZIP code and county)

Location, if different from mailing address

Was place of accident or exposure on employer's premises? ☐ Yes ☐ No
If no, give accident location, street address, city, state and ZIP code.

Date of injury/disease ❽ | Time of injury _____ ☐ a.m. ☐ p.m. | If fatal, give date of death | Time employee began work _____ ☐ a.m. ☐ p.m. | Date last worked ❾ | Date returned to work ❿

Date hired | State where hired ⓫ | Date employer notified ⓬ | State where supervised ⓭

Description of accident (Describe the sequence of events that directly injured the employee, or caused the disease or death) ⓮ | Type of injury/disease and part(s) of body affected (for example: sprain of lower left back, etc.) ⓯

Benefit application release of information—I am applying for a claim under the Ohio Bureau of Workers' Compensation Act for work-related injuries that I did not inflict. I affirm that I elect to receive compensation and benefits under Ohio's workers' compensation laws for my claim, and I waive and release my right to file for and receive compensation and benefits under the laws of any other state for this claim. I request payment for compensation and/or medical benefits as allowable, and authorize direct payment to my medical providers. I permit and authorize any provider who attends, treats or examines me, the Ohio State Board of Pharmacy, the Ohio Department of Job and Family Services and the Ohio Rehabilitation Services Commission to release medical, psychological, psychiatric, pharmaceutical, vocational and social information. I understand this may include personally identifying information that is casually or historically related to my physical or mental injuries relevant to issues necessary for the administration of my claim to BWC, the Industrial Commission of Ohio, the employer in this claim, the employer's managed care organization and any authorized representatives. My previous or future BWC claims may affect decisions made in this claim. Proper administration of the present claim may require BWC to share claims information with the employers of record (or their authorized representatives) and/or my authorized representative for any and all such previous or future claims. The released claims information may include any record maintained in my claim files.

Injured worker signature ⓰ | Date | E-mail address | Telephone number ( ) | Work number ( )

Injured worker and injury/disease/death info.

❶ Home address: Enter the home address where the injured worker lives. Include the apartment number, if applicable.
- If the post office does not deliver mail to the home address, list the mailing address instead of the home address.

❷ Department name: Enter the injured worker's department or area name where he/she normally reports for work.

❸ Wage rate: Enter the injured worker's rate of pay, and then select how often it is received. (If the pay rate being reported is not hourly, report the gross amount.)
- If eight or more days of work will be missed, BWC needs wage information for the 52 weeks prior to the date of injury. Submit wage information using employer payroll reports, wage statement (BWC form C-94-A), W-2s, etc.

❹ What days of the week do you usually work? What are your regular work hours: Enter the days and hours the injured worker normally works.
- If the days worked vary from week to week, list the number of hours worked in an average week.

❺ Wages: If you received wages during disability, please explain.

❻ Occupation or job title: Enter the injured worker's type of occupation or actual job title at the time of injury, occupational disease or death.

❼ Employer name: Enter the name of the injured worker's employer at the time of the injury, occupational disease or death.

❽ Date of injury/disease: Enter the date injured worker was injured. OR
If the injured worker contracted an occupational disease, determine which of the following happened most recently:
- The occupational disease was diagnosed by a medical provider;
- The first medical treatment;
- The injured worker first quit work, due to the occupational disease.

Enter this as the date of occupational disease.

❾ Date last worked: Enter the last day worked as a result of this injury, occupational disease or death.

❿ Date returned to work: Enter the date the injured worker returned to work after the injury or occupational disease.

⓫ State where hired: Enter the state where the injured worker was hired by the employer listed on this application.

⓬ Date employer notified: Enter the date the employer was notified of the injury, occupational disease or death.

⓭ State where supervised: Enter the state where the injured worker was supervised by the employer listed on this application.

⓮ Description of accident: Describe in detail the events that caused the injury, occupational disease or death. Attach additional sheets, if necessary.

⓯ Type of injury/disease and part of body affected: Describe the nature of the injury, occupational disease or death.
Indicate the part(s) of body injured, affected or that caused the death.
Examples:
- Laceration of first toe, left foot;
- Sprain of lower right back; etc.

⓰ Injured worker signature (injured workers only): Please read the Benefit application/medical release information before signing and dating this form.

Instructions continued on last page

Ohio | Bureau of Workers' Compensation

First Report of an Injury, Occupational Disease or Death

By signing this form, I:
- **Elect to only receive compensation and/or benefits that are provided for in this claim under Ohio workers' compensation laws;**
- **Waive and release my right to receive compensation and benefits under the workers' compensation laws of another state for the injury or occupational disease, or death resulting from an injury or occupational disease, for which I am filing this claim;**
- **Agree that I have not and will not file a claim in another state for the injury or occupational disease or death resulting from an injury or occupational disease for which I am filing this claim;**
- **Confirm that I have not received compensation and/or benefits under the workers' compensation laws of another state for this claim, and that I will notify BWC immediately upon receiving any compensation or benefits from any source for this claim.**

WARNING:
Any person who obtains compensation from BWC or self-insuring employers by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which he or she is not entitled, is subject to felony criminal prosecution for fraud.
(R.C. 2913.48)

Injured worker and injury/disease/death info.

Last name, first name, middle initial | Social Security number | Marital status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed | Date of birth

Home mailing address | Sex ☐ Male ☐ Female | Number of dependents

City | State | 9-digit ZIP code | Country if different from USA | Department name

Wage rate ☐ Hour ☐ Month ☐ Week
$ _____ Per: ☐ Year ☐ Other _____

What days of the week do you usually work?
☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat

Regular work hours From _____ To _____

Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? ☐ Yes ☐ No If yes, please explain.

Occupation or job title

Employer name

Mailing address (number and street, city or town, state, ZIP code and county)

Location, if different from mailing address

Was the place of accident or exposure on employer's premises? ☐ Yes ☐ No
(If no, give accident location, street address, city, state and ZIP code)

Date of injury/disease | Time of injury _____ ☐ a.m. ☐ p.m. | If fatal, give date of death | Time employee began work _____ ☐ a.m. ☐ p.m. | Date last worked | Date returned to work

Date hired | State where hired | Date employer notified | State where supervised

Description of accident (Describe the sequence of events that directly injured the employee, or caused the disease or death.)

Type of injury/disease and part(s) of body affected (For example: sprain of lower left back)

Benefit application release of information – I am applying for a claim under the Ohio Bureau of Workers' Compensation Act for work-related injuries that I did not inflict. I affirm that I elect to receive compensation and benefits under Ohio's workers' compensation laws for my claim, and I waive and release my right to file for and receive compensation and benefits under the laws of any other state for this claim. I request payment for compensation and/or medical benefits as allowable, and authorize direct payment to my medical providers. I permit and authorize any provider who attends, treats or examines me, the Ohio State Board of Pharmacy, the Ohio Department of Job and Family Services and the Ohio Rehabilitation Services Commission to release medical, psychological, psychiatric, pharmaceutical, vocational and social information. I understand this may include personally identifying information that is casually or historically related to my physical or mental injuries relevant to issues necessary for the administration of my claim to BWC, the Industrial Commission of Ohio, the employer in this claim, the employer's managed care organization and any authorized representatives. My previous or future BWC claims may affect decisions made in this claim. Proper administration of the present claim may require BWC to share claims information with the employers of record (or their authorized representatives) and/or my authorized representative for any and all such previous or future claims. The released claims information may include any record maintained in my claim files.

Injured worker signature | Date | E-mail address | Telephone number | Work number ( )

Treatment info.

Health-care provider name | Telephone number ( ) | Fax number ( ) | Initial treatment date

Street address | City | State | 9-digit ZIP code

Diagnosis(es): Include ICD code(s)

Will the incident cause the injured worker to miss eight or more days of work? ☐ Yes ☐ No

Is the injury causally related to the industrial incident? ☐ Yes ☐ No

E code | 11-digit BWC provider number | Date

Health-care provider signature

Employer info.

Employer policy number | Check if ☐ Employer is self-insuring ☐ Injured worker is owner/partner/member of firm

Telephone number ( ) | Fax number ( ) | E-mail address | Federal ID number | Manual number

Was employee treated in an emergency room? ☐ Yes ☐ No

Was employee hospitalized overnight as an inpatient? ☐ Yes ☐ No

If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code

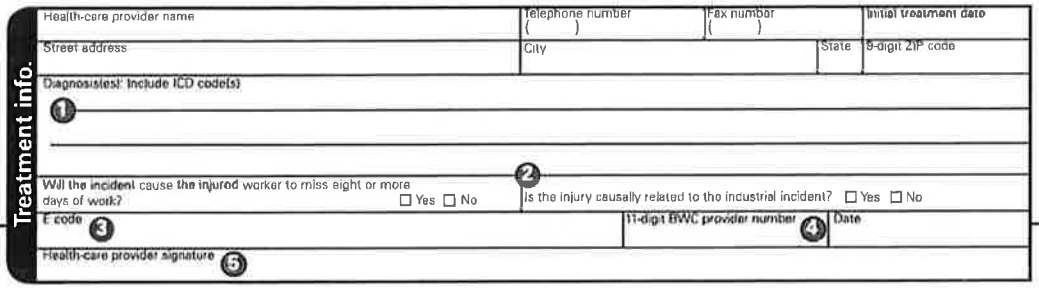
☐ **Certification** - The employer certifies that the facts in this application are correct and valid.

☐ **Rejection** - The employer rejects the validity of this claim for the reason(s) listed below:

For self-insuring employers only
☐ **Clarification** - The employer clarifies and allows the claim for the condition(s) below:
☐ **Medical only** ☐ **Lost time**

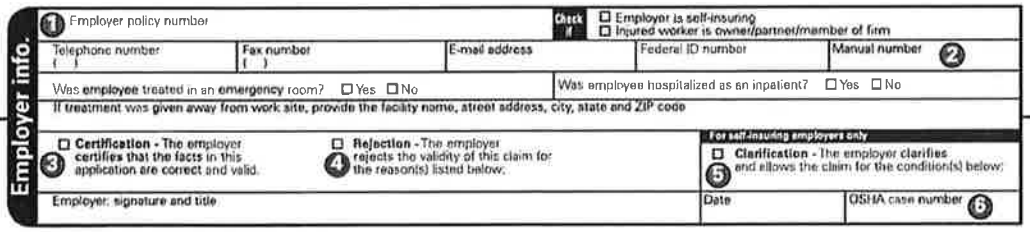
Employer signature and title | Date | OSHA case number

Completion instructions
(continued)



Treatment info.

1. Indicate the diagnosis and ICD codes for conditions being treated as a result of the injury.
2. Indicate the treating provider's medical opinion that the injury sustained is causally related to the industrial incident, that the injury could result from the method (manner) of the accident, as described by the injured worker. It must be clear that the diagnosis in all probability occurred as a result of the injury.
3. Providing a valid E code will enable us to determine the claim more quickly and efficiently.
4. Enter the physician's or health-care provider's 11-digit BWC-assigned provider number.
5. Signature of the health-care provider completing this form.



Employer info.

1. Enter the employer's BWC-assigned policy number, which is located on the BWC certificate of coverage.
2. Enter the four-digit code that indicates the injured worker's job classification, located on the semiannual payroll report.
   - If you do not know the injured worker's manual number, call **1-800-644-6292** and follow the prompts.
3. If certification is selected and the claim is allowed, it will promptly be paid. Employers certifying a claim waive both the notice of receipt and notice of first order of compensation.
4. If rejection is selected, use the space provided to list the reasons for rejection. Attach additional sheets, if necessary.
5. Self-insuring employers that choose to clarify certification may use the space provided. Attach additional sheet, if necessary.
6. If this is an OSHA-reportable injury, include the case number assigned by the employer. This form meets OSHA 301 requirements and may be used in lieu of the OSHA 301 when reporting recordable injuries and illnesses to the federal government.

Note:
If your employee misses eight or more days of work, BWC will need wage information for the 52 weeks prior to the date of injury. Submit wage information using employer payroll reports, wage statement (BWC form C-94-A), W-2s, etc.