



## EMPLOYEE'S CLAIM

**FOR USE BY EMPLOYEES OR DEPENDENTS CLAIMING BENEFITS AS A RESULT OF INJURY OR DEATH.**

**ALL OTHER CLAIMANTS SHOULD USE FORM 115**

**IMPORTANT - INSTRUCTIONS AND CODES ON THE REVERSE SIDE - Please Print Legibly or Type - Unreadable forms will be returned.**

E M P L O Y E E	1. Employee's Name (Last, First, MI):	2. Social Security Number*:	3. Home Telephone No.:	4. Date of Birth:	5. # of Dependents:	
	6. Home Address (No., Street, City, State & Zip Code):			7. Employee's E-mail address (if available):	7a. Employee's Native Language Code: _____	
	8. Name, Address and BBO# of Employee's Attorney (if no attorney leave blank)**:					
	9. Attorney's E-mail address (Required):			9a. Attorney's Telephone No.:		
	10. Employer's Name & Address (No., Street, City, State & Zip Code):			10a. Industry Code (See Reverse Side):		
	11. Workers' Compensation Insurance Carrier's Address and Tel. No. (NOT LOCAL AGENT/ADMINISTRATOR - See Instructions on reverse side):					
	12. DATE OF INJURY (mm/dd/yyyy):			12a. Insurer's Case/Claim #:		
	13. FIRST day of Total or Partial Incapacity to Earn Wages (mm/dd/yyyy):			14. FIFTH day of Total or Partial Incapacity to Earn Wages (mm/dd/yyyy):		
15. If Employee has Died, Date of Death (mm/dd/yyyy):			16. Describe Injury (Lower Back..., leg..., arm... etc.):			
I N J U R Y  I N F O R M A T I O N	17. Briefly Describe How Injury/Exposure Occurred and Body Part(s) involved:			17a. Injury Code(s)	Body Part Code(s)	
				a. to body part	a.	
				b. to body part	b.	
				c. to body part	c.	
	18. Name(s) of Witness(es):					
	19. Employee's Regular Occupation: <input type="text"/> 20. Average Weekly Wage: <input type="checkbox"/> Actual \$ <input type="checkbox"/> Estimated			21. Has Employee Returned to Work?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	22. Has the Insurer Made Any Payments On Your Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes - Indicate Type of Benefits and Amounts (Medical Bills, Wages, etc.): in the amount of \$ _____					
B E N E F I T  C L A I M E D	23. Section(s) of Law Claimed. Check all appropriate boxes below and attach documentation as required by M.G.L. c 152, § 7G, §10(1) and 452 CMR 1.07.					
	a. Sec. 34 <input type="checkbox"/> Total, Temporary Incapacity Comp. from (date): from _____ to _____ and from _____ to _____					
	b. Sec. 35 <input type="checkbox"/> Partial Incapacity Comp. from (date): from _____ to _____ and from _____ to _____					
	c. Sec. 36 <input type="checkbox"/> Specific Comp. in the Amount of \$ _____					
	d. Sec. 31 <input type="checkbox"/> Survivor's Benefits e. Sec. 33 <input type="checkbox"/> Burial Expenses f. Secs. 13 & 30 <input type="checkbox"/> Medical Expenses g. <input type="checkbox"/> Other (Specify Sec): _____					
	24. Name and Address of Facility Where Employee was First Treated:			25. Name of Treating Physician:		
	26. Employee's/Claimant's Signature:			27. Date (mm/dd/yyyy):		
28. Attorney's Signature (if applicable):			29. Date (mm/dd/yyyy):			

# **EMPLOYEE'S CLAIM FILING INSTRUCTIONS**

1. WHEN TO FILE: File this form if you have been injured on the job and your employer's workers' compensation insurer (the insurer) has **denied your initial claim** and/or is disputing any part of your claim and refuses to pay the compensation that you believe you are entitled. **Please fill out the form completely and accurately.** The Department of Industrial Accidents (DIA) is the agency that handles all disputed workers' compensation claims. **You do not need to be represented by an attorney in order to file a Form 110.** You may represent yourself in your claim. The term that applies to self representation is **PRO SE.** Initiating a claim **PRO SE does not** prevent you from getting an attorney later. **If you need assistance, please call 1-800-323-3249 inside Massachusetts, or (857) 321-2149 outside Massachusetts.**
2. WHERE TO FILE: The original form must be mailed to the DIA at the address shown on the front of the form. A copy must also be provided to the employer as well as the insurer. We recommend that the employee keep a third copy for their own records. When an employee is represented by counsel, this form must be sent via certified mail to the insurer. **Please be advised - claims for compensation must be accompanied by proper documentation in accordance with M.G.L. c. 152, §7G & 452 CMR 1.07.**
3. EMPLOYER'S REQUIREMENTS: The law requires that all employers in Massachusetts carry a valid workers' compensation insurance policy at all times for all of their employees in the event of an industrial injury. Also, the employer must provide the name and address of the workers' compensation insurer upon request of an employee. **If the employer refuses to provide this information or does not carry workers' compensation insurance, notify the DIA immediately.**
4. EMPLOYEE'S SIGNATURE & DATE IN BOXES 26 & 27: This form may be filed by the Employee or the Employee's Attorney (if applicable). However, in all cases the Employee must sign and date this form.

## **NATIVE LANGUAGE CODES**

**1 – English / 2 – Portuguese / 3 – Haitian Creole / 04 – Spanish / 5 – Chinese / 6 – Vietnamese / 7 Cape Verdean / 9 – Other**

## **INDUSTRY CODES**

<b>Agriculture, Forestry and Fishing</b>	28 Chemicals and Allied Products	51 Wholesale Trade - Non-durable Goods	78 Motion Pictures
01 Agriculture Production - Crops	29 Petroleum and Coal Products	52 Building Materials and Garden Supplies	79 Amusements and Recreation Services
02 Agriculture Production - Livestock	30 Rubber and Misc. Plastic Products	53 General Merchandizing	80 Health Services
07 Agricultural Services	31 Leather and Leather Products	54 Food Stores	81 Legal Services
08 Forestry	32 Stone, Clay and Glass Products	55 Automotive Dealers and Service Stations	82 Educational Services
09 Fishing, Hunting and Trapping	33 Primary Metal Industries	56 Apparel and Accessory Stores	83 Social Services
	34 Fabricated Metal Products	57 Furniture and Home Furnishing Stores	84 Museums, Botanical, Zoological Gardens
	35 Industrial Machinery and Equipment	58 Eating and Drinking Establishments	86 Membership Organizations
	36 Electronic and Other Electrical Equipment	59 Miscellaneous Retail	87 Engineering and Management Services
	37 Transportation Equipment		88 Private Households
	38 Instruments and Related Products		89 Services, NEC
	39 Miscellaneous Manufacturing Industries		
<b>Mining</b>			
10 Metal Mining			<b>Public Administration</b>
12 Coal Mining			91 Executive, Legislative and Garden
13 Oil and Natural Gas			92 Justice, Public Order, and Safety
14 Nonmetallic Minerals, Except Fuels			93 Finance, Taxation, and Monetary Benefits
<b>Construction</b>			94 Administration of Human Services
15 General Building Contractors	<b>Transportation and Public Utilities</b>		95 Environmental Quality and Housing
16 Heavy Construction, Ex. Building	40 Railroad Transportation		96 Administration of Economic Program
17 Special Trade Contractors	41 Local and Interurban Passenger Transit		97 National Security and International Affairs
<b>Manufacturing</b>	42 Trucking and Warehousing		
20 Food and Kindred Products	43 U.S. Postal Service	<b>Services</b>	<b>Non-classifiable Establishments</b>
21 Tobacco Products	44 Water Transportation	70 Hotels and Other Lodging Places	99 Non-classifiable Establishments
22 Textile Mill Products	45 Transportation by Air	72 Personal Services	
23 Apparel and Other Textile Products	46 Pipelines, Except Natural Gas	73 Business Services	
24 Lumber and Wood Products	47 Communications	75 Auto Repair Services and Parking	
25 Furniture and Fixtures	48 Electric, Gas and Sanitary Services	76 Miscellaneous Repair Services	
26 Paper and Allied Products			
27 Printing and Publishing	<b>Wholesale Trade</b>		
	50 Wholesale Trade - Durable Goods		

## **NATURE OF INJURY OR ILLNESS CODES**

100 Amputation or Enuclation	157 Tuberculosis	281 Aluminosis	<b>Other</b>
110 Asphyxia or Strangulation Etc.	159 Other Infective or Parasitic Diseases	282 Anthracosis	265 Carpal Tunnel Syndrome
120 Burns (Heat)	<b>Dermatitis</b>	283 Asbestosis	510 Cardiovascular and Other Conditions of the Circulatory System
130 Burns (Chemical)	180 Dermatitis, UNS*	284 Byssinosis	520 Complications Peculiar to Medical Care
140 Concussion	183 Primary Infections of the Skin	285 Siderosis	500 Effects of Changes in Atmospheric Pressure
160 Contusion, Crushing, Bruise	184 Other Skin Conditions	286 Silicosis	240 Effects of Environmental Heat
170 Cut, Laceration, Puncture	185 Dermatitis, Allergic or Contact	287 Other Pneumoconioses	220 Effects of Exposure to Low Temperature
190 Dislocation	189 Skin Condition, NEC**	289 Pneumoconiosis and Tuberculosis	530 Eye, other Diseases of the Eye
200 Electric Shock, Electrocution	<b>Poisoning Systemic</b>	<b>Nervous System, Conditions of</b>	230 Hearing Loss or Impairment
210 Fracture	270 Poisoning, Systemic, UNS*	560 Nervous System, Conditions of - NEC**	991 Heart Condition - Excludes Heart Attack
250 Hernia, Rupture	271 Due to Toxic Materials other than Lead	561 Diseases of the Central Nervous System	320 Hemorrhoids
300 Scratches, Abrasions	272 Diseases of the Blood and Blood Forming Organs	562 Diseases of the Nerves and Peripheral Ganglia	330 Hepatitis, Serum and Infective
310 Sprains, Strains	273 Upper Respiratory Conditions	<b>Neoplasm Tumor</b>	275 Hepatitis, Toxic
400 Multiple Injuries	274 Influenza, Pneumonia, Etc.	550 Neoplasm Tumor, UNS*	260 Inflammation of Joints, Etc.
900 No Injury	276 Other Diseases of the Gastro-Intestinal Tract	551 Malignant	540 Mental Disorders
950 Damage to Prosthetic Devices	278 Effects of Lead	552 Benign	900 No Illness
995 No Other Injury, NEC**	279 Other Toxic Effects of One System Only	<b>Radiation Effects</b>	999 Non-classifiable
999 Non-classifiable	<b>Respiratory Systems, Conditions of</b>	290 Radiation Effects, UNS*	990 Occupational Disease, NEC**
<b>Infective or Parasitic Disease</b>	570 Respiratory Systems, Conditions of	291 Non-Ionizing Radiation	580 Symptoms and Ill-defined Conditions
150 Infective or Parasitic Disease, UNS*	571 Upper Respiratory	292 Microwaves	
151 Amebiasis	572 Asthma, Influenza, Pneumonia	293 Ionizing Radiation - X-Ray	
152 Anthrax	<b>Pneumoconiosis</b>	294 Ionizing Radiation - Isotopes	
153 Brucellosis	280 Pneumoconiosis	295 Welder's Flash	
154 Conjunctivitis and Ophthalmia			
156 Tetanus			

## **BODY PART AFFECTED CODES**

<b>Head</b>	160 Skull	398 Upper Extremities, Multiple	513 Knee(s)
100 Head, UNS*	198 Head Multiple	400 Trunk, UNS*	515 Lower Leg(s)
110 Brain	200 Neck & Cervical Vertebrae	410 Abdomen, Internal Organs, Inguinal Hernia	518 Leg(s), Multiple
120 Ear(s), UNS*	<b>UPPER EXTREMITIES</b>	420 Back	519 Leg(s), NEC**
121 Ear(s), External	300 Upper Extremities, NEC**	430 Chest, Ribs, Breastbone, Internal Organs	520 Ankle(s)
124 Ear(s), Internal	310 Arm(s), UNS*	440 Hip(s)…Pelvis, Organs and Buttocks	530 Foot or Feet, Not Ankle
130 Eye(s), UNS*	311 Upper Arm	450 Shoulder(s)	540 Toe(s)
140 Face, UNS*	313 Elbow(s)	498 Trunk, Multiple	598 Lower Extremities, Multiple
141 Jaw, Chin	315 Forearm(s)	<b>LOWER EXTREMITIES</b>	700 MULTIPLE PARTS
144 Mouth and Throat (vocal chords, larynx)	318 Arm(s), Multiple	500 Lower Extremities	Applies when more than one major body part as been effected such as an arm and a leg
146 Nose	319 Arm(s), NEC**	510 Leg(s), UNS*	999 NON-CLASSIFIABLE - Insufficient information to identify part of body effected. Includes damage to prosthetic devices.
148 Face, Multiple Parts	320 Wrist(s)		
149 Face, NEC**	330 Hand(s), Not Wrists or Fingers		
150 Scalp	340 Finger(s)		

**\*UNS - UNSPECIFIED**

**\*\*NEC - NOT ELSEWHERE CLASSIFIED**