

FORM 110



The Commonwealth of Massachusetts
Department of Industrial Accidents – Department 110
 Lafayette City Center, 2 Avenue de Lafayette, Boston, MA 02111-1750
 Info. Line (800) 323-3249 Inside Mass. / (857) 321-7470 Outside Mass.
 www.mass.gov/dia

DIA Board #
(If Known):

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.: | | | |
| E M P L O Y E R | 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): | | | | | | | | | |
| I N J U R Y | 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.): | | | | |
| | 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): | | | | | | | | | | |
| I N F O R M A T I O N | 19. Employee's Regular Occupation: | | 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 \$ _____ | | | | | | | | | |
| | 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. | | | | | | | | | |
| B E N E F I T S C L A I M E D | 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): | | | | |

*Disclosure of Social Security Number is Voluntary. It will aid in the processing of your claim.

**Representation by an attorney is not required (see instructions on reverse side).

Form 110 - Revised 7/2019 - Reproduce as needed.

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

| | | | |
|--|--|--|--|
| <u>Agriculture, Forestry and Fishing</u> | 28 Chemicals and Allied Products | 51 Wholesale Trade - Non-durable Goods | 78 Motion Pictures |
| 01 Agriculture Production - Crops | 29 Petroleum and Coal Products | <u>Retail Trade</u> | 79 Amusements and Recreation Services |
| 02 Agriculture Production - Livestock | 30 Rubber and Misc. Plastic Products | 52 Building Materials and Garden Supplies | 80 Health Services |
| 07 Agricultural Services | 31 Leather and Leather Products | 53 General Merchandizing | 81 Legal Services |
| 08 Forestry | 32 Stone, Clay and Glass Products | 54 Food Stores | 82 Educational Services |
| 09 Fishing, Hunting and Trapping | 33 Primary Metal Industries | 55 Automotive Dealers and Service Stations | 83 Social Services |
| <u>Mining</u> | 34 Fabricated Metal Products | 56 Apparel and Accessory Stores | 84 Museums, Botanical, Zoological Gardens |
| 10 Metal Mining | 35 Industrial Machinery and Equipment | 57 Furniture and Home Furnishing Stores | 86 Membership Organizations |
| 12 Coal Mining | 36 Electronic and Other Electrical Equipment | 58 Eating and Drinking Establishments | 87 Engineering and Management Services |
| 13 Oil and Natural Gas | 37 Transportation Equipment | 59 Miscellaneous Retail | 88 Private Households |
| 14 Nonmetallic Minerals, Except Fuels | 38 Instruments and Related Products | | 89 Services, NEC |
| | 39 Miscellaneous Manufacturing Industries | <u>Finance, Insurance and Real Estate</u> | |
| <u>Construction</u> | <u>Transportation and Public Utilities</u> | 60 Depository Institutions | <u>Public Administration</u> |
| 15 General Building Contractors | 40 Railroad Transportation | 61 Non-depository Institutions | 91 Executive, Legislative and Garden |
| 16 Heavy Construction, Ex. Building | 41 Local and Interurban Passenger Transit | 62 Security and Commodity Brokers | 92 Justice, Public Order, and Safety |
| 17 Special Trade Contractors | 42 Trucking and Warehousing | 63 Insurance Carriers | 93 Finance, Taxation, and Monetary Benefits |
| <u>Manufacturing</u> | 43 U.S. Postal Service | 64 Insurance Agents, Brokers and Service | 94 Administration of Human Services |
| 20 Food and Kindred Products | 44 Water Transportation | 65 Real Estate | 95 Environmental Quality and Housing |
| 21 Tobacco Products | 45 Transportation by Air | 67 Holding and Other Investment Officers | 96 Administration of Economic Program |
| 22 Textile Mill Products | 46 Pipelines, Except Natural Gas | <u>Services</u> | 97 National Security and International Affairs |
| 23 Apparel and Other Textile Products | 47 Transportation Services | 70 Hotels and Other Lodging Places | |
| 24 Lumber and Wood Products | 48 Communications | 72 Personal Services | <u>Non-classifiable Establishments</u> |
| 25 Furniture and Fixtures | 49 Electric, Gas and Sanitary Services | 73 Business Services | 99 Non-classifiable Establishments |
| 26 Paper and Allied Products | <u>Wholesale Trade</u> | 75 Auto Repair Services and Parking | |
| 27 Printing and Publishing | 50 Wholesale Trade - Durable Goods | 76 Miscellaneous Repair Services | |

NATURE OF INJURY OR ILLNESS CODES

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

BODY PART AFFECTED CODES

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

*UNS - UNSPECIFIED

**NEC - NOT ELSEWHERE CLASSIFIED