

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: ☐ Actual \$ _____ ☐ Estimated			21. Has Employee Returned to Work?: ☐ Yes ☐ No				
	22. Has the Insurer Made Any Payments On Your Claim? ☐ Yes ☐ 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	a. Sec. 34 ☐ Total, Temporary Incapacity Comp. from (date): from _____ to _____ and from _____ to _____									
	b. Sec. 35 ☐ Partial Incapacity Comp. from (date): from _____ to _____ and from _____ to _____									
	c. Sec. 36 ☐ Specific Comp. in the Amount of \$ _____									
	d. Sec. 31 ☐ Survivor's Benefits e. Sec. 33 ☐ Burial Expenses f. Secs. 13 & 30 ☐ Medical Expenses g. ☐ Other (Specify Sec): _____									
	24. Name and Address of Facility Where Employee was First Treated:						25. Name of Treating Physician:			
C L A I M E D	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, Electrocutation	<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