Accident Report
State of Tennessee
Division of Claims Administration

9th Floor Andrew Jackson Building
Nashville, TN 37219-5066
(615)741-2734

State Agency _____
Budget Code# _____
Location # _____

This form must be used exclusively by all state employees in presenting claims for workers' compensation. All questions must be answered.

TO BE COMPLETED BY EMPLOYEE: Social Security # ____ - ____ - ____

1. Employee's name _____ (First) (M.I.) (Last)
2. Birthdate _____ (Mo. Day Year) Sex _____ Job Title _____
3. Home Address _____ City _____
   State _____ Zip _____ Home Phone ( ) -
4. Supervisor _____ State Agency _____
5. Off. Address _____ City _____ State _____ Zip _____
   Work Phone ( ) -
6. Date Employed by State / /
7. Exact location of project where injury occurred _____ County _____
8. Do duties require employee being at this location? _____
9. Did employee leave work on day of injury? _____ If not, when did incapacity begin? _____
10. Date of Accident / /

DESCRIPTION OF INJURY:

1. State name of machine, tool, or other appliance with which injury occurred _____
2. Describe the injury in detail and state how it occurred _____
3. What part of person was injured? _____
4. Probable length of disability _____
5. Did employee lose time from work? _____ How much time? _____
6. Physician's name _____ Address _____
   City _____ State _____ Zip _____ Phone # ( ) -
7. Date of first visit _____
8. Who authorized visit to physician? _____
9. Was employee hospitalized? Where?

TO BE COMPLETED BY SUPERVISOR:

1. What position did employee hold when injured? _____
2. Was injury caused by
   a) Employee's willful misconduct? _____
   b) Intentional self-inflicted injury? _____
   c) Intoxication? _____
   d) Failure or refusal to use safety appliance furnished her/him? _____
   e) Failure to perform a duty required by law? _____
3. When was the first notice of injury given to employer? Date / / Time _____
   To Whom? _____ Position _____
4. Monthly salary on date of injury $ _____
5. If disabled, will employee be on leave without pay during disability? _____
6. Relate any knowledge you may have of injury or what the employee reported to you

We, the undersigned, certify that all statements contained herein and on any attachments hereto are true and that the injuries reported were actually incurred. We also acknowledge that it is a misdemeanor to file a false claim with the Division of Claims Administration.

_____ / /
Claimant Date

_____ / /
Supervisor Date