

# Basic Insured Questionnaire



In addition to confirming and verifying all information provided by the employer on the first report of injury, the employer should also be prepared to answer the following questions as it pertains to the injured employee:

- Date of hire?
- Race/nationality?
- Do you have a photograph of the employee on file?
- Physical address?
- Alternate telephone numbers?
- Email address?
- Educational level?
- Knowledge of any prior incidents, injuries, disabilities, disease, or other illnesses? If yes, are you aware if employee still receives medical treatment for the condition?
- Is the employee hired on a full time, part time, seasonal, or as needed basis?
- Annual pay, hourly rate?
- Is overtime offered/obtained and if yes, what is the average amount of hours available?
- Does employee receive per diem? Rate of per diem?
- Name of employee's immediate supervisor?
- Employee's job title, duties, and physical requirements?
- Where, when, and exactly how did the incident occur?
- Were normal job duties being performed at the time of the incident? If not, what were the circumstances?
- Was the incident reported timely?
- Was a written statement obtained from the injured employee?
- Was an internal incident report completed?
- Were photographs obtained of the incident site?
- Name and position of the person that the incident was first reported to?
- Was the employee post-incident drug tested? When? Where? By whom? Results?
- Were there any witnesses to the incident?
- If so, what is/are their names and how can they be reached?
- Were written statement obtained from any of the witnesses?
- Was there any products/equipment being used that attributed to the incident? If so, do you know the name of the manufacturer, design, etc.? (If auto incident, obtain all insurance information on the other vehicle if possible)
- Do you know if the equipment involved in the incident is still in use or has been altered in any way since the incident?
- Is the equipment stored in a safe, secure and controlled location? If so, where? By whom?
- When was the last day employee worked prior to the incident?
- Are you aware of the employee's current diagnosis/prognosis?
- Did you refer the employee to any medical doctor/facility?
- Do you know what the employee's current work status is?
- Is light duty or transitional work available? If yes, at what pay rate?
- Has the employee returned to work?
- Do you know if the employee has ever filed a workers' compensation claim before?