PUBLIC EMPLOYER RISK MANAGEMENT ASSOCIATION, INC.

P.O. Box 12250, Albany, NY 12212-2250
Toll Free in US: 1-888-737-6269 - Fax: 1-877-737-6232 - Tel: (518) 220-1111

Print Form

SUBMIT THIS FORM ONLINE AT *WWW.PERMA.ORG*

INITIAL REPORT

COMPLETE SECTION "A" AND SUBMIT THIS FORM WITHIN 24 HOURS OF ACCIDENT

SECTION A SUPERVISOR

(Please print)

Injured Person:_____ Sex: M ☐ F ☐
Employer's or Volunteer District's Name:_____
Home address:_____ Apt. #_____
City:_____ State:_____ Zip:_____
Home phone #: (____)_____ SS#:_____ DOB:_____
Dept:_____ Job title:_____ Dept. code (see reverse side): _____

Volunteer ☐ Paid ☐ **If volunteer, who is your regular employer?**_____

Employer contact name: _____ Employer contact phone #: (____)_____

Date of Injury:_____/_____/_____ Time of Injury:_____ AM _____ PM Part-time ☐ Full-time ☐

Name of Witness: _____
Description of injury and how injury occurred: _____
_____
_____
Where did injury/accident occur? _____
_____
Describe medical treatment: _____
_____
_____

Has employee returned to work? Yes ☐ No ☐ Return to work date: _____/_____/_____ Actual ☐ Expected ☐
Weekly wage: _____ Will wages be continued during disability? Yes ☐ No ☐
Based on restriction, the employee will be assigned the following status: Full Duty ☐ Transitional Duty ☐

Supervisor:_____ Phone #:_____

Supervisor's Signature:_____ Date: _____/_____/_____

SECTION B EMPLOYEE

Medical Authorization Fraud Statement

In accordance with New York State law, I hereby authorize PERMA (or its representatives) to be furnished with any information or facts regarding this injury only, including records, diagnosis, medical treatment and prognosis, estimates of disability, and recommendations for further treatment. This information is to be used for the sole purpose of evaluating and handling any claim and medical care as a result of the incident occurring on or about the above noted date and for no other purpose, now or in the future.
ANY PERSON knowingly and with intent to defraud any coverage provider files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime.

Employee Signature:_____ Date: _____/_____/_____

SECTION C MEDICAL PROVIDER

Name of Facility: _____ Date: _____/_____/_____

New Injury / Illness ☐ Existing Condition ☐

Preliminary diagnosis:_____
Recommended work status: Full Duty ☐ Transitional Duty ☐ No Work ☐
Modified duty restrictions apply for: Lifting up to: _____lbs. Carrying limited to: _____lbs.
Pushing / Pulling limited to: _____lbs. No lifting ☐ No carrying ☐ No pushing / pulling ☐
Other restrictions or comments:_____
Follow-up appointment with:_____ Date: _____/_____/_____ Time: _____AM _____PM
Physician / Clinician name (please print): _____ Phone #: (____)_____
Physician / Clinician Signature:_____ Date: _____/_____/_____

For coverage questions, please feel free to contact PERMA at the above address or phone number.
When completed, please fax to above number or submit online at www.perma.org

AFTER SECTION "A" IS COMPLETE, PROVIDE A COPY OF THIS FORM TO:
Injury Coordinator, Department, Medical Provider and Employee

DEPARTMENT CODE KEY

1710.0 Administration
8110.0 Administration
8686.0 Administration
7620.0 Adult Recreation
8750.0 Agriculture & Livestock
5610.0 Airport
4250.0 Alcoholic Addiction Control
4540.0 Ambulance
1355.0 Assessment
1320.0 Auditors
7270.0 Band Concerts
1340.0 Budget
5630.0 Bus Operations
7550.0 Celebrations
8810.0 Cemeteries
1650.0 Central Comm. System
1680.0 Central Data Processing
1640.0 Central Garage
1670.0 Central Printing & Mail
1610.0 Central Service Admin.
1660.0 Central Storeroom
6119.0 Child Care
3640.0 Civil Defense
8666.0 Clearance, Demo Rehab
8175.0 Clearing Vacant Lots
1410.0 Clerk
8664.0 Code Enforcement
8350.0 Common Water Supply
6310.0 Community Action Admin.
8510.0 Community Beautification
8680.0 Completion of Urban Renewal P
1315.0 Comptroller
8710.0 Conservation
6610.0 Consumer Affairs
4322.0 Contracted Mental Hlth. Srv.
3510.0 Control of Dogs
6055.0 Day Care
3650.0 Demolition of Unsafe Bldgs.
1310.0 Director of Finance
1165.0 District Attorney
1040.0 District Clerk
2920.0 District Super. of Schools
5720.0 Dock Piers and Wharves
8540.0 Drainage
4059.0 Early Intervention Program
8687.0 Economic Dev. Zone Admin.
2960.0 Edu. Handicapped Children
1450.0 Elections
8410.0 Electric & Power
6142.0 Emergency Aid for Adults
8760.0 Emergency Disaster Work
1440.0 Engineer
5020.0 Engineering
8090.0 Environmental Control
4090.0 Environmental Health Prgm.
3610.0 Examining Boards
4035.0 Fam. Health & Planning Srvs.
6109.0 Family Assistance
3410.0 Fire Protection
8720.0 Fish & Game
8745.0 Flood & Erosion Control
6143.0 Food Assistance Program
6150.0 Food Stamp Outreach
8730.0 Forestry
6770.0 Foster Grandparent Program
5132.0 Garage
8790.0 General Natural Resources
5010.0 Highway & Street Admin.
7510.0 Historian
7520.0 Historical Property
6141.0 Home Energy Assistance
4510.0 Hospital
6121.0 Hospital Care
4570.0 Hospital Inspections
8040.0 Human Rights Commission
6460.0 Industrial Dev. Agency
6430.0 Industrial Parks
6020.0 Infirmary
4068.0 Insect Control
3150.0 Jail
3151.0 Jail Counseling Services
6292.0 Job Training & Service
6290.0 Job Training Administration
7415.0 Joint Public Library
7145.0 Joint Recreation Projects
7320.0 Joint Youth Program
3147.0 Juvenile Counseling Services
6123.0 Juvenile Delinquent
3145.0 Juvenile Detention Home
4025.0 Laboratory
1420.0 Law
1010.0 Legislative Board
7410.0 Library
5130.0 Machinery
5120.0 Maintenance of Bridges
5110.0 Maintenance or Roads
1210.0 Mayor
6102.0 Med. Assistance - MMIS
6101.0 Medical Assistance
4017.0 Medical Assistance Clinic
4560.0 Medical Ctr. &/or Physician
4015.0 Medical Director
1185.0 Medical Examiners
4310.0 Mental Health Admin.
4320.0 Mental Health Programs
5140.0 Miscellaneous
8688.0 Model Cities Activities
1110.0 Municipal Court
1230.0 Municipal Executive
7450.0 Museum
4220.0 Narcotic Addiction Control
4230.0 Narcotic Addiction Ctrl. Svc.
4210.0 Narcotic Guidance Council
8430.0 Natural Gas
5650.0 Off Street Parking
3320.0 On-Street Parking
1620.0 Operation of Plant
3520.0 Other Animal Control
3170.0 Other Correction Agency
7989.0 Other Culture & Recreation
6989.0 Other Economic & Dev.
6326.0 Other Economic Op. Prgms.
2989.0 Other Education - D.A.R.E.
2980.0 Other Educational Activities
1989.0 Other General Gov't Support
4989.0 Other Health
8989.0 Other Home & Comm. Svc.
7560.0 Other Performing Arts
4189.0 Other Public Health
3989.0 Other Public Safety
3189.0 Other Traffic
5680.0 Other Transportation
5989.0 Other Transportation
7010.0 Parks
6291.0 Participant Support
3160.0 Penitentiary
1430.0 Personnel
8684.0 Plan & Manage Develop.
8020.0 Planning
7140.0 Playground & Rec. Ctr.
3120.0 Police
6530.0 Private Social Srvc. Agency
3140.0 Probation
7610.0 Programs for Aging
6772.0 Programs for the Aging
6420.0 Promotion of Industry
8678.0 Provision of Public Services
1175.0 Public Administrator
1170.0 Public Defender
6050.0 Public Facility for Children
4010.0 Public Health
4050.0 Public Health Officer
6030.0 Public Home
6197.0 Public Home & Infirmary
1480.0 Public Information & Svc.
4530.0 Public Nursing Home
3010.0 Public Safety Administration
3020.0 Public Safety Comm.
1490.0 Public Works Administration
8662.0 Public Works Facility Site
6410.0 Publicity
1345.0 Purchasing
8330.0 Purification
4042.0 Rabies Control
5640.0 Railroad Station Maint.
4610.0 Rape Crisis Center
4064.0 Rat Control
1460.0 Records Management
8160.0 Refuse & Garbage
4020.0 Registrar of Vital Statistics
8682.0 Relocation Pay & Assistance
8610.0 Rent Subsidy Admin.
3625.0 Rescue Squad
8030.0 Research
5635.0 RR - Rapid Transit
3620.0 Safety Inspection
6140.0 Safety Net
6070.0 Services for Recipients
5148.0 Services, Other Gov't.
8120.0 Sewage Collecting System
8130.0 Sewage Treat. & Disposal
8560.0 Shade Tree
3110.0 Sheriff
5410.0 Sidewalks
8740.0 Small Watershed Protection District
5142.0 Snow Removal
5144.0 Snow Removal State
6010.0 Social Services Admin.
8320.0 Source of Supply, Power & Pumping
6106.0 Special Needs
8670.0 Special Projects for Elderly & Handicapped
7180.0 Special Recreation Facilities
6129.0 State Training School
8420.0 Steam
3315.0 Stop DWI
8140.0 Storm Sewers
8170.0 Street Cleaning
5182.0 Street Lighting
1220.0 Supervisor
1330.0 Tax Collection
4070.0 TB Care & Treatment
3310.0 Traffic Control
1130.0 Traffic Violations Bureau
8340.0 Transportation & Distr.
1325.0 Treasurer
8689.0 Unidentified Community Development
8620.0 Urban Renewal Agency
6510.0 Veterans Service
2930.0 Vocational Ed & Ext. Board
8310.0 Water Administration
8397.0 Water Capital Projects
5710.0 Waterways Navigation
4082.0 WIC Program
6320.0 Work-Train. (Neigh. Youth)
7310.0 Youth Programs
8010.0 Zoning