Thank you for choosing the Hanover for your Workers' Compensation needs. We are pleased to provide you with some information regarding future filing of claims, and other state specific information that will assist you with your claims reporting. You will find this information in the enclosed packet.

The Hanover has four methods for reporting new workers' compensation losses:

Phone In:	Call 1-800-628-0250, follow prompts for reporting WC new losses.
Fax In:	Fax completed First Report to 1-800-762-7788
Online:	www.hanover.com Choose "Report a Claim" at the top of the page, then choose "Workers' Compensation Claim" under Business Claims.
E-Mail:	E-mail completed First Report of Injury to WCNEWLOSSES@hanover.com

All four options are available 24 hours per day, 7 days per week. Upon receipt and entry of your claim into our system, your agent will receive a notification of the claim for their records. This occurs within 1 business day of receipt of your report.

The most essential part of a workers' compensation claim is prompt notification to us to allow prompt investigation, payment of benefits to your injured worker if appropriate, and to avoid any potential for late filing penalties that may be assessed by your state.

Welcome to the Hanover.

We look forward to working with you.

South Dakota Employer's First Report of Injury

(See Instructions on Second Page)

EMPLOYEE

SSN: Date of Birth: Gender: M F Dependents:

Name: (Last) (First) (Middle initial)

Mailing Address:

City: State: Zip: Telephone No.:

Employee signature: (X) _____ Date_____

Education:

Less than High School

GED or High School

Beyond High School

INJURY/TREATMENT

Date of Injury: Time of Injury: a.m. p.m. Fatality Date (if applicable):

County Where Injury Occurred: Was Safety Equipment Provided? Yes or No

Time Work Day Began on Date of Injury: a.m. p.m. Was Safety Equipment Used? Yes or No

Date Returned to Work (if applicable): Did Injury Occur on Employer Premises? Yes or No

Address or Location of Injury:

Description of Injury:

Date Employer Notified of Injury:

Injury Reported to: Witness:

(See Codes on Second Page)

Body Part Injured

(If code 90, Multiple Injury, please specify body part codes for each body part injured.)

Nature of Injury

Cause of Injury

Type of Treatment (please check one)

- No Treatment
- On-Site Treatment
- Clinic
- Emergency Room
- Hospitalization

If treatment sought, please specify provider of treatment:

Doctor, Clinic or Hospital Name:

Mailing Address:

City: State Zip

Telephone No. :

EMPLOYER/EMPLOYMENT INFORMATION:

Federal ID No.: # Employees:

Employer Name (DBA):

Mailing Address:

City: State: Zip:

Telephone No. : County Where Employer Located:

Employer signature: _____ Date_____

Employment Type: Regular or Temporary

Emp. Status: FT PT Seasonal Volunteer

Date Employee Hired:

Employee's Position:

Employee's Time in Current Position:

Employee's Hours Per Week:

Employee's Current Wage:

$ per

CLAIM OFFICE INFORMATION

NAICS for Employer Being Insured (Nature of Business):

Carrier Code FEIN (Claim Office)

Claim Office

Claim Office Address

City State ZipCode

Telephone

Email Address

Claim Office Claim #

Date Notified Date to DOL

Check if Claim Office is same as Insurance Provider

If not, you must complete the following
UNDERLYING INSURANCE PROVIDER INFORMATION

Carrier Code (If applicable) FEIN (Insurance Provider)

Represented Entity Name

Address

City State Zip Code

Telephone Number

Policy Number

Effective Dates

Adjuster / Contact Person

For information regarding the Workers' Compensation System go to www.sdjobs.org

DOL-LM-101 Revised 2/2008

221-8820 (1/12)

GENERAL INSTRUCTIONS

EMPLOYEE

1. Notify employer immediately of injury, as required by SDCL 62-7-10.
2. Complete all questions in the EMPLOYEE and INJURY/TREATMENT sections.
3. Sign the form.
4. Submit this form to your employer within three (3) business days after the injury.

EMPLOYER

1. Complete all questions in the EMPLOYER/EMPLOYMENT sections.
2. Sign the form.
3. Submit this form to your workers' compensation insurance carrier within seven (7) days of knowledge of the occurrence of the injury, as required by SDCL 62-6-2.
4. Give a copy of the form to the injured employee.
5. Keep the copy of the First Report of Injury for at least four (4) years from the date of injury, as required by SDCL 62-6-1.

INSURER

1. Complete all questions in the CLAIM OFFICE INFORMATION sections at the bottom of the page.
2. Submit this form within ten (10) days of its receipt, as required by SDCL 62-6-3, to:

SOUTH DAKOTA DEPARTMENT OF LABOR
DIVISION OF LABOR AND MANAGEMENT
700 Governors Drive
Pierre SD 57501-2291
www.sdjobs.org
Tel. (605) 773-3681

BODY PART CODES

02	Blindness one eye	44	Chest, including ribs sternum, soft ribs	78	Ring finger at metacarpal bone
03	Blindness both eyes	48	Internal organs-other than heart, lungs	79	Ring finger at proximal joint
04	Deafness both ears	49	Heart	80	Ring finger at middle joint
05	Deafness one ear	51	Hip	81	Ring finger at distal joint
10	Multiple head injury	52	Upper leg	82	Little finger at metacarpal bone
11	Skull	53	Knee	83	Little finger at proximal joint
12	Brain	54	Lower leg	84	Little finger at middle joint
13	Ear(s)	55	Ankle	85	Little finger at distal joint
14	Eye(s)	56	Foot	86	Great toe metatarsal bone
17	Mouth	57	Toe (other than greater)	87	Great toe at proximal joint
19	Face (facial bones)	58	Toe (greater)	88	Great toe at distal joint
20	Multiple neck injury	60	Lungs	90	Multiple injury
21	Vertebrae	61	Groin	92	Other toe metatarsal bone
22	Disc	67	Thumb metacarpal bone	93	Other toe at proximal joint
24	Other	68	Thumb at proximal joint	94	Other toe at middle joint
31	Upper arm	69	Thumb at distal joint	95	Other toe at distal joint
32	Elbow	70	Index finger at metacarpal bone	96	Little toe metatarsal bone
33	Lower Arm-forearm	71	Index finger at proximal joint	97	Little toe at distal joint
34	Wrist	72	Index finger at middle joint		
35	Hand	73	Index finger at distal joint		
37	Thumb	74	Middle finger at metacarpal bone		
38	Shoulder	75	Middle finger at proximal joint		
41	Upper Back	76	Middle finger at middle joint		
42	Lower Back	77	Middle finger at distal joint		

Cause of Injury Codes

01	Body reaction/over reaction (includes chemicals)	70	Striking against or stepping on
03	Temperature extremes	78	Struck or injured by moving parts of machine
13	Caught in/under/between	81	Struck or injured, includes knife or sharp object, kicked, bit, etc. struck by object, worker, patient, etc.
25	Fall from elevation	89	Hostile attack-person in act of crime
29	Fall from same level	90	Other than physical cause of injury
50	Motor vehicle	94	Repetitive motion callous, blister, etc.
56	Bending/Lifting	97	Repetitive motion-carpal tunnel syndrome, etc.
65	Machinery/Equipment	99	Other

Nature of injury codes

00	Not applicable
01	Allergy
02	Disfigurement
71	Occupational disease
72	Hearing loss

Safety's intention is

ACCIDENT PREVENTION

Be a part of the safety

Together
Everyone
Accomplishes
More