



## **REPORTING PROCEDURES FOR MASSACHUSETTS WORKER'S COMPENSATION CLAIM**

### **FORM 101**

Employer's First Report of Injury is required when an **injured employee loses 5 or more workdays**. The form must be filed with **Department of Industrial Accidents (DIA)\*** within 7 calendar days (not including Sundays & holidays) of the employer having knowledge of the injury. A copy should be sent to your insurance company. Medical bills should be forwarded directly to the insurance company.

The DIA now allows for 101 to be copied. However, original signatures must be provided when filing a claim under form 101.

Note: When you report an injury by telephone, some companies will complete and file Form 101 for you. Ask the claims adjuster if this is the company procedure; if they do not provide this service, you must complete and send the form yourself.

**\*Commonwealth of Massachusetts  
Department of Industrial Accidents  
600 Washington Street  
Boston, MA 02111  
(617) 727-4900 ext. 470  
(800) 323-3249 ext. 470**

**To File On-line and for additional information:  
[www.mass.gov/dia/](http://www.mass.gov/dia/)  
Look for "File On-line" link on home page**

### **FORM 118**

Previously used to report medical only injuries involving no lost time, **the DIA has made this form obsolete**. File a claim form with your specific insurer using whatever form they provide. **Do not report this type of claim to DIA.**

**Most carriers take 60-90 days to process medical bills. Let us know if we can be of assistance in following up on unpaid bills thereafter. Thank you for your cooperation.**