

**STATE GOVERNMENT WORKERS' COMPENSATION PROGRAM
PROCEDURES FOR
EMPLOYERS REPORT OF INJURY**

Effective August 1, 2006 the North Carolina Industrial Commission (NCIC) Rule 104 was revised to require that the employee must be given a NCIC Form 18 with the copy of the Employer's Report of Injury. As a result, the NCIC revised the Form 19 to contain the following statement:

To the Employee:

This Form 19 is not your claim for workers' compensation benefits. To make a claim, you must complete and sign the enclosed **Form 18** and mail it to Claims Administration, N.C. Industrial Commission, 4334 Mail Service Center, Raleigh, NC 28799-4334 within two years of the date of your injury or last payment of medical compensation. For occupational diseases, the claim must be filed within two years of the date of disability and the date your doctor told you that you have a work-related disease, whichever is later.

The employee must be given a Form 18. To meet this responsibility the following procedures are recommended for the State Government Workers' Compensation Program:

- The supervisor must complete the Supervisor's Accident/Incident Report form, HRS Form 301, for any incident or injury.
- The employee must complete an Employee Statement & Leave Options form, SGWCP-2, for any incident or injury.
- If the employee was simply reporting an incident and no medical attention, was needed or minor first aid was applied, a NCIC Form 19*, should not be completed at that time. The supervisor should follow internal safety procedures for reporting incidents and retain a copy of the accident investigation report and employee statement in the event a NCIC Form 19* is needed later.
- The supervisor must complete NCIC Form 19*, immediately upon learning that the employee is in need of or has obtained medical treatment (other than minor first aid).
- Whenever a NCIC Form 19*, is completed, the employee must be given a copy of the completed form. In order to comply with NCIC Rule 104, the employee must be given a blank NCIC Form 18 at the same time.
- The employees must be made aware that they are responsible for submitting the Form 18 to the Industrial Commission, with a copy to the employing agency or university.
- If employees need assistance completing the Form 18 they should be advised to contact an Ombudsman at the Industrial Commission.

* Note this version of the Form 19 requires the employee's signature on the 2nd page. This is a change from previous forms.