

County Employer Group Reporting Procedures—Claims (FROI) Updated September 1, 2012

- Report injuries ***that require medical treatment*** immediately by phone to Jennifer at NDACo (800-932-8730 or 701-328-7329)
 - If unavailable, leave a voice message with:
 - Employee Name
 - Social Security Number
 - Date of Injury/Time of Injury/Nature of Injury
 - Return to Work Status
- Risk Manager (or back-up person) must then complete a FROI form (First Report of Injury) online ***immediately*** upon knowledge of the injury. To qualify for timely reporting, an injury requiring medical treatment must be filed with WSI by midnight (central time) of the business day following the date of accident.

Online Filing: go to www.workforcesafety.com on home page click on File a First Report of Injury (use only if seeking medical treatment). You will receive a “Welcome to First Report of Injury” page. Click on next. Each section contains some required fields that are indicated by a red asterisk (*). **Employer Account number is 1196351 followed by your two digit location code.** **When you are done with the filing process a claim number will be issued immediately to confirm receipt of the claim. Be sure to print a copy of the Submission Confirmation page with the assigned claim number in case we need to prove timely filing at a later date. If a claim number is not issued, you have not completed the form properly.**

NOTE: To qualify for timely reporting with WSI, complete all required fields as best you can. Remember, our goal is to register the claim as soon as possible to ensure timely reporting discounts.
- Once you have submitted a FROI form online, you **DO NOT** need to FAX a copy to WSI or NDACo. **However, make sure to print a copy for your records.**
- If you check that the injured employee is present (either by phone or in person) during the filing process, they will need to complete a special section verifying the accuracy of the claim. If the injured employee is not present to complete the employee portion, WSI will contact the injured employee for their signature to verify the accuracy of the information (C1 or FROI). If the employee should happen to file the claim on their own, WSI will contact the employer for their signature to verify the accuracy of the information (C2 or FROI). Please return signed documents to WSI as soon as possible.
- Employee must obtain a completed Capability Assessment (C3) or a completed Doctor’s Report of Injury section (Medical Provider Completion) of the FROI form immediately following initial medical treatment and return a copy to the Supervisor or Risk Manager. With the new WSI reporting procedures, the medical provider may indicate that they will file the C3 form online for you. If this is the case and the employee does not return with a completed Doctor’s Report of Injury, the Risk Manager should contact the medical provider immediately to obtain the form. If needed, you may also contact Jennifer for assistance with obtaining the form. Remember, the employee must provide a completed C3 form following every medical appointment and should not leave the office without one. If treated at the Emergency Room, obtain copy of the discharge papers. **IMPORTANT: A completed C3 is necessary to verify any**

work restrictions that we must accommodate before allowing the employee to return to work.

- FAX completed Capability Assessment (C3) or completed Medical Provider section of the FROI form to Jennifer at NDACo (701-328-7308) immediately upon receipt. *FAX subsequent C3 forms to Jennifer at NDACo following every medical appointment.*
- FAX your completed Accident Investigation/Root Cause Analysis to Jennifer at NDACo (701-328-7308) within four (4) days of injury date.
- **IMPORTANT:** DO NOT delay completing and submitting a FROI form if the Doctor's information is not immediately available, or if the employee is unavailable to help complete the FROI form—we want you to get your early reporting discount!

Please note that the online First Report of Injury is available 24 hours a day, seven days a week, and holidays. However, if you are unable to complete this filing process, you can file a claim telephonically to WSI by calling 1-800-777-5033 during regular business hours or you may leave a voice message and a customer service representative will return your call on the next business day to take your claim over the phone.

For any questions contact:

**Jennifer Morman, NDACo (1-800-932-8730) or 701-328-7329 or 701-400-9807 (cell)
Mike Wolf, NDACo (1-800-932-8730) or 701-328-7330**