

WORKPLACE INJURY REPORTING WORKFLOW

STEP 1

INJURED EMPLOYEE REPORTS INJURY

- ✓ Injured Edustaff employee reports injury to supervisor/ building office
- ✓ The First Report of Injury is provided to the employee

OPEN FORMS HERE:

[First Report of Injury](#)
[Authorization for Treatment](#)
[Reminders & FAQs](#)

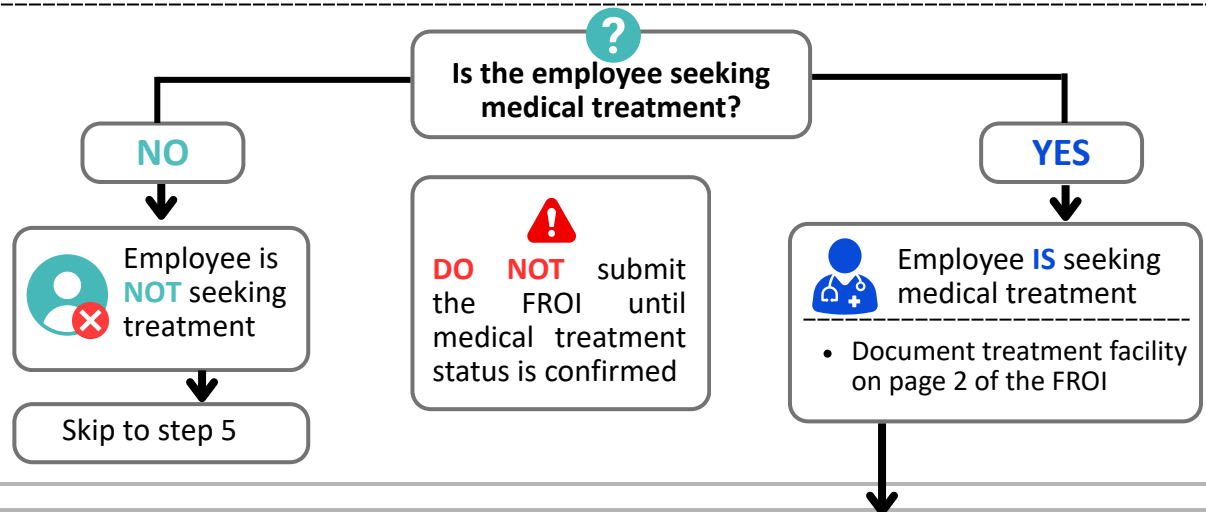
STEP 2

COMPLETE THE FIRST REPORT OF INJURY (FROI)

- | | | | |
|-------------------------|-------------------------|---|---|
| ✓ Fully complete page 1 | ✓ Fully complete page 2 | ✓ District information completed (page 2) | ✓ District signature completed (page 2) |
|-------------------------|-------------------------|---|---|

STEP 3

MEDICAL TREATMENT DETERMINATION



STEP 4

TREATMENT GUIDANCE

- ✓ Injured employee understands treatment is not required
- ✓ If treatment is sought, employee is directed to the district's designated medical facility, if applicable by state. If district personnel is not available, go to the nearest Concentra or other occupational health facility.
- ✓ Employee should bring the **Authorization for Treatment** form with them to the medical facility

STEP 5

SUBMIT THE FIRST REPORT OF INJURY (FROI)

 Both pages in one single PDF



Submit PDF FROI form via email

HumanResources@edustaff.org



Fax form only as a last resort
(Slower process)
877-974-6339



NEED HELP?

Questions, feedback, or support reviewing the process with your team - contact Edustaff Human Resources at HumanResources@edustaff.org or **877-974-6338**