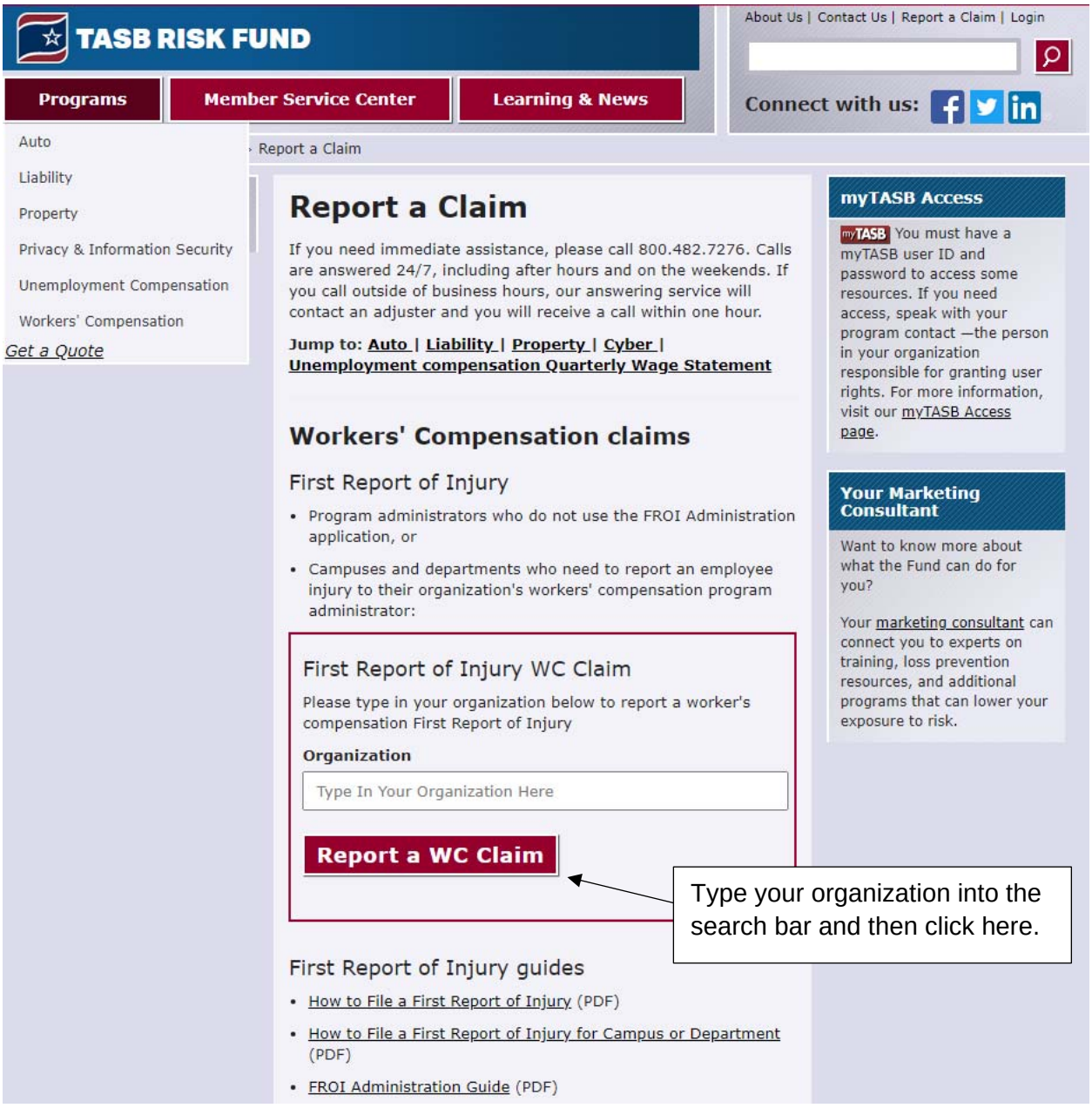
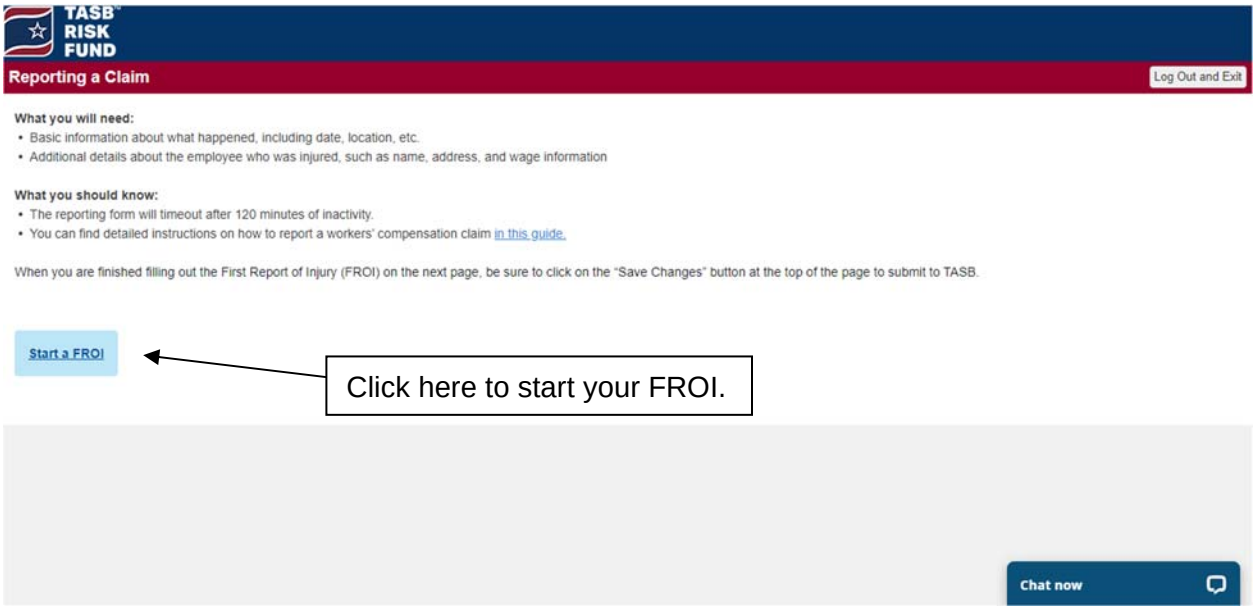
How to File a First Report of Injury

Campus or Department Instructions

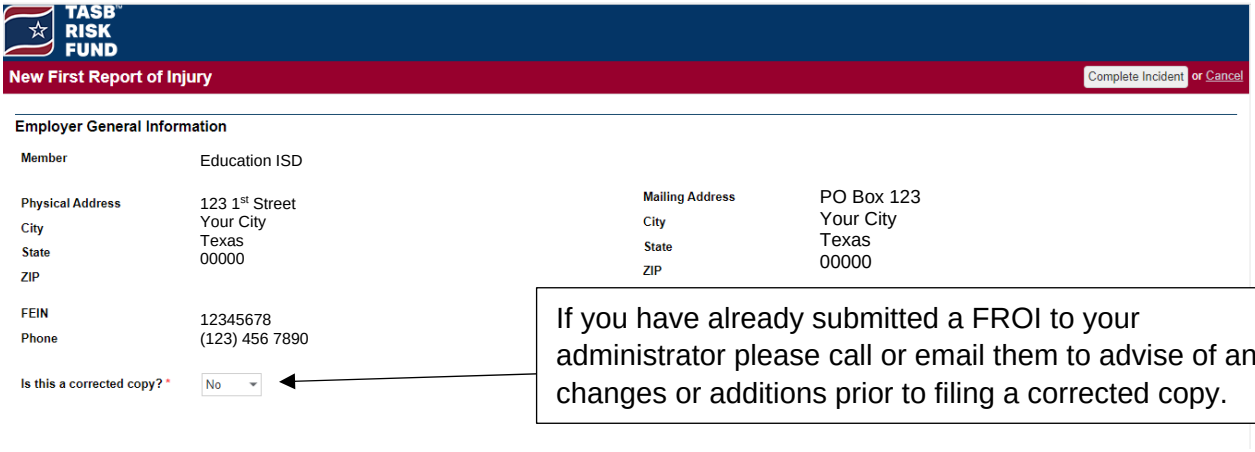
Start here: tasbrmf.org/claims





Important: Please note that all items marked with a red asterisk (*) are mandatory. If you are unsure of the correct information, please use the applicable placeholders listed in this guide. Placeholders are outlined in red.

Any placeholders or incorrect information will be corrected by your administrator upon submission.

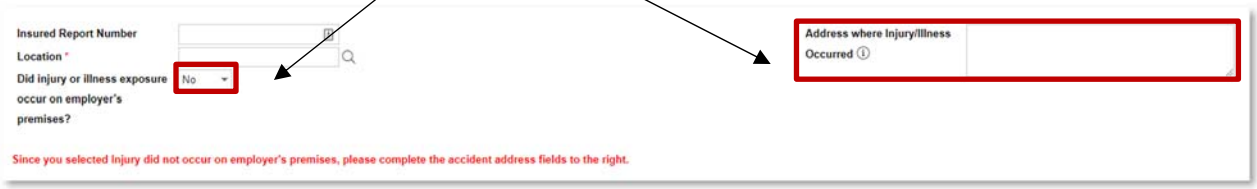


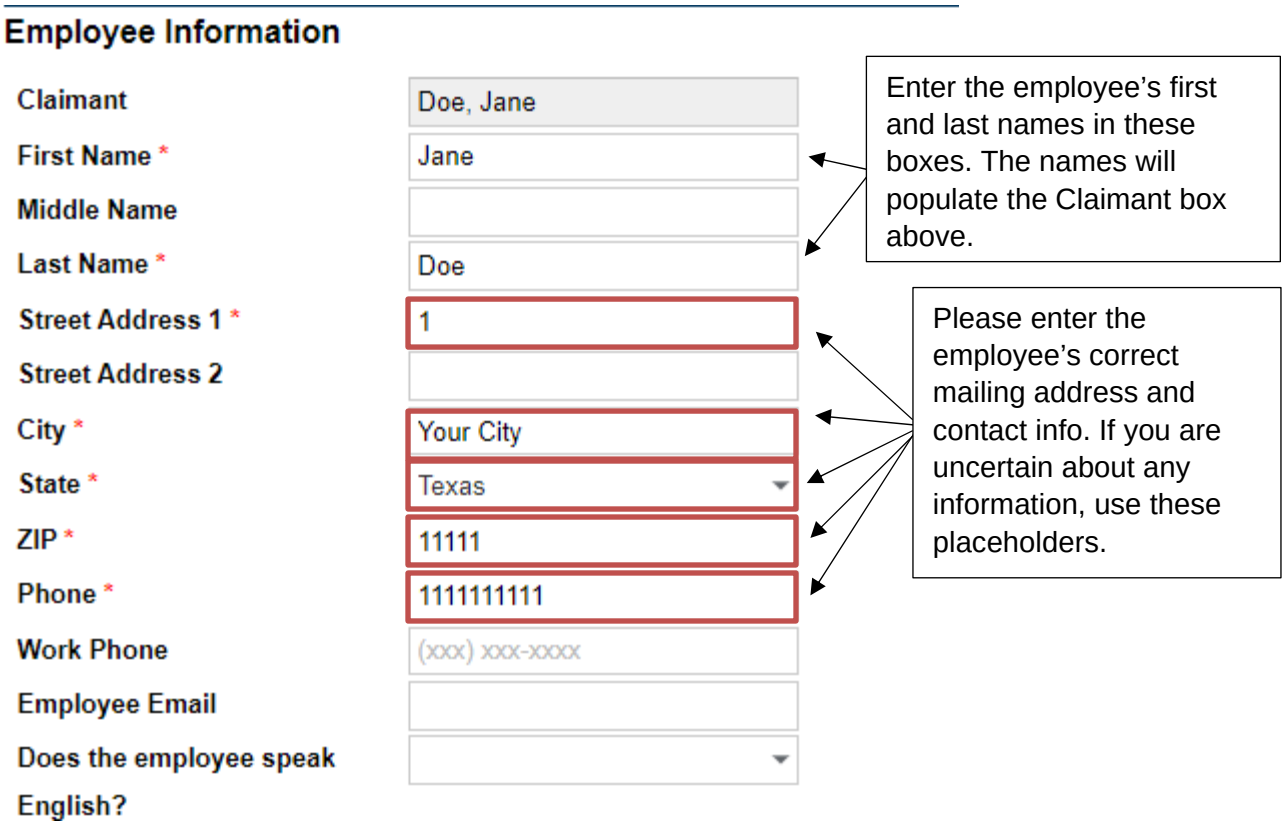
If you have already submitted a FROI to your administrator please call or email them to advise of any changes or additions prior to filing a corrected copy.

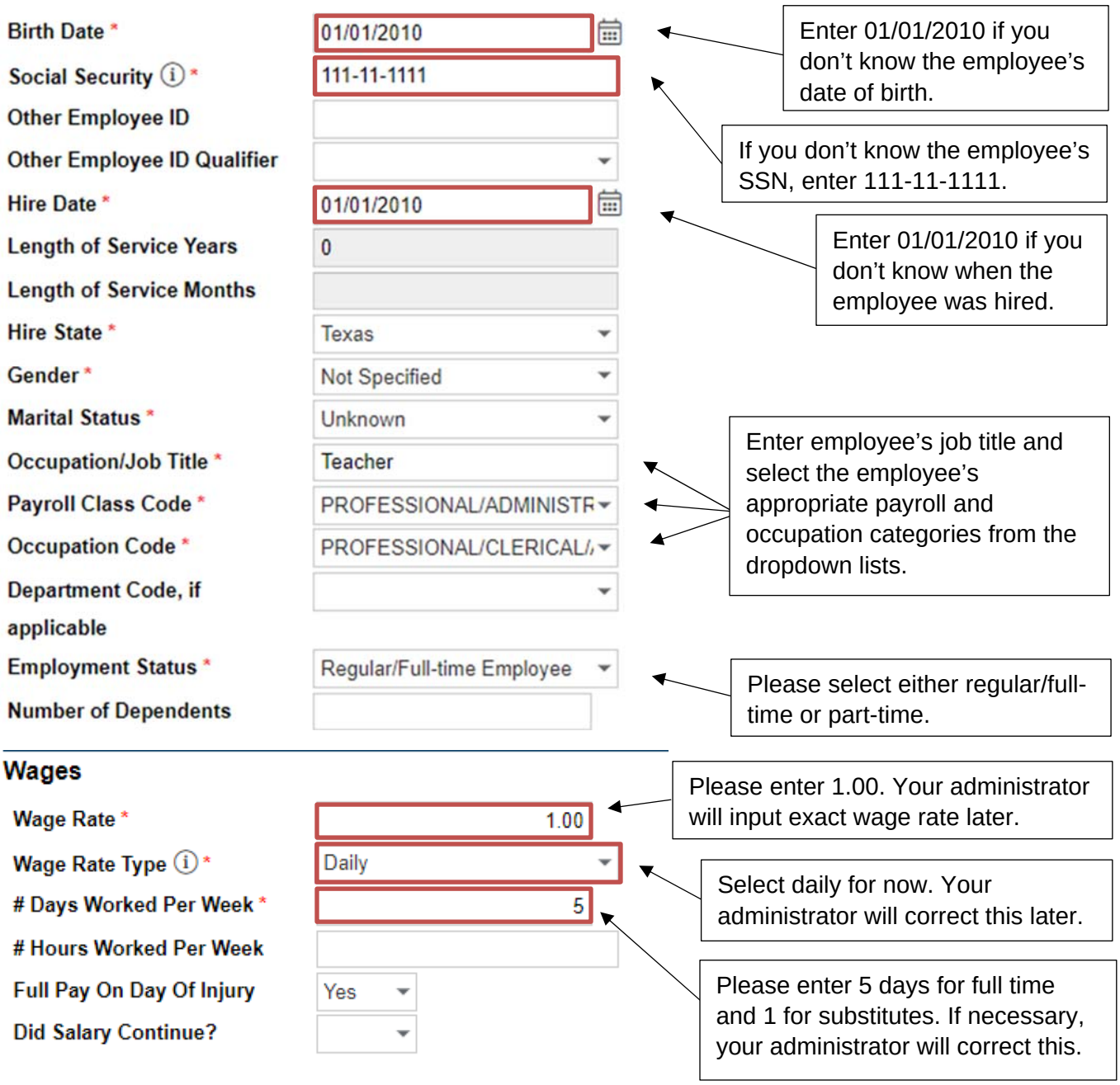
If your organization uses employee numbers, you may enter the injured employee's number here. If not, leave this blank.

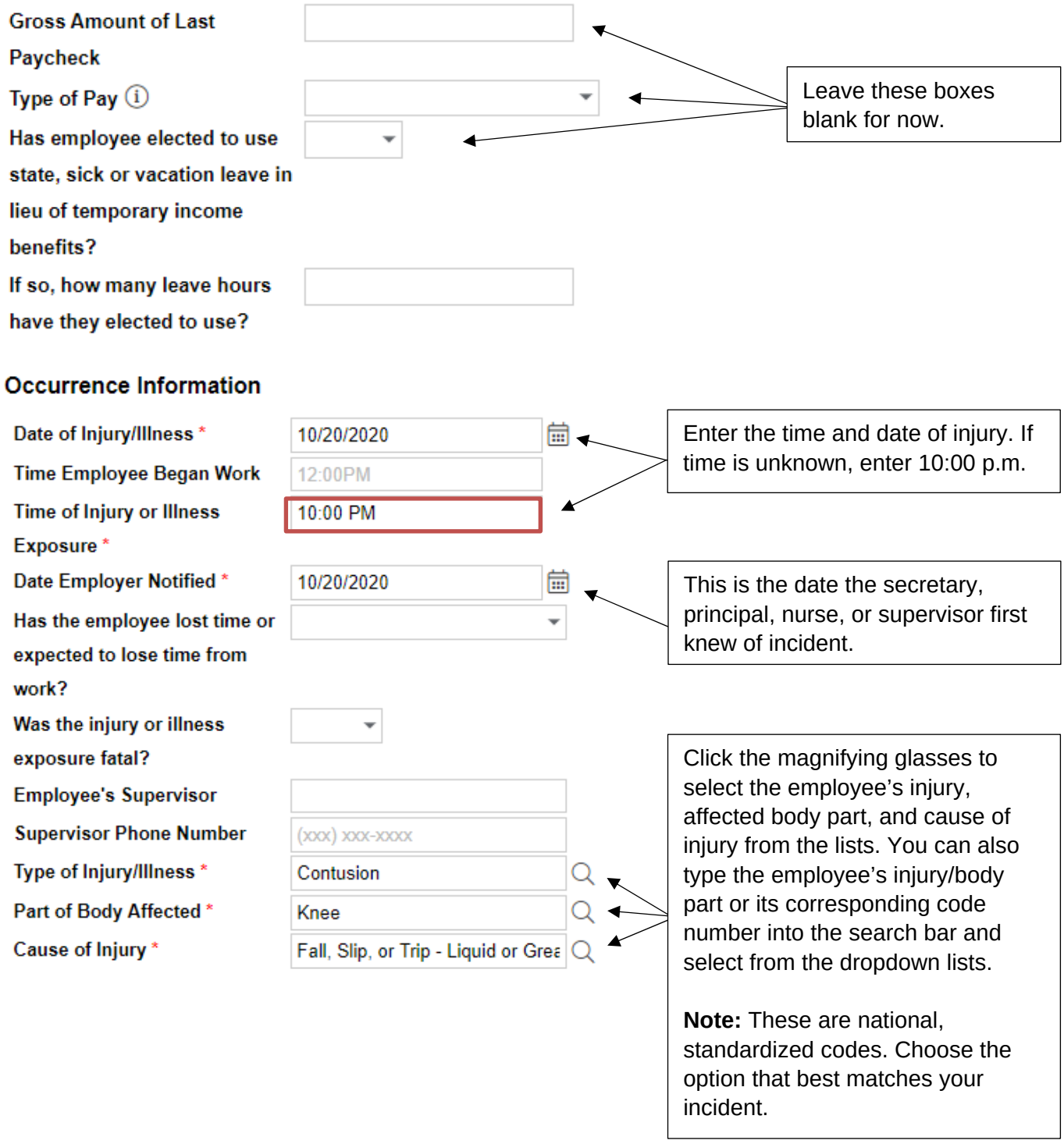
Click on the magnifying glass to select the applicable location from the list.

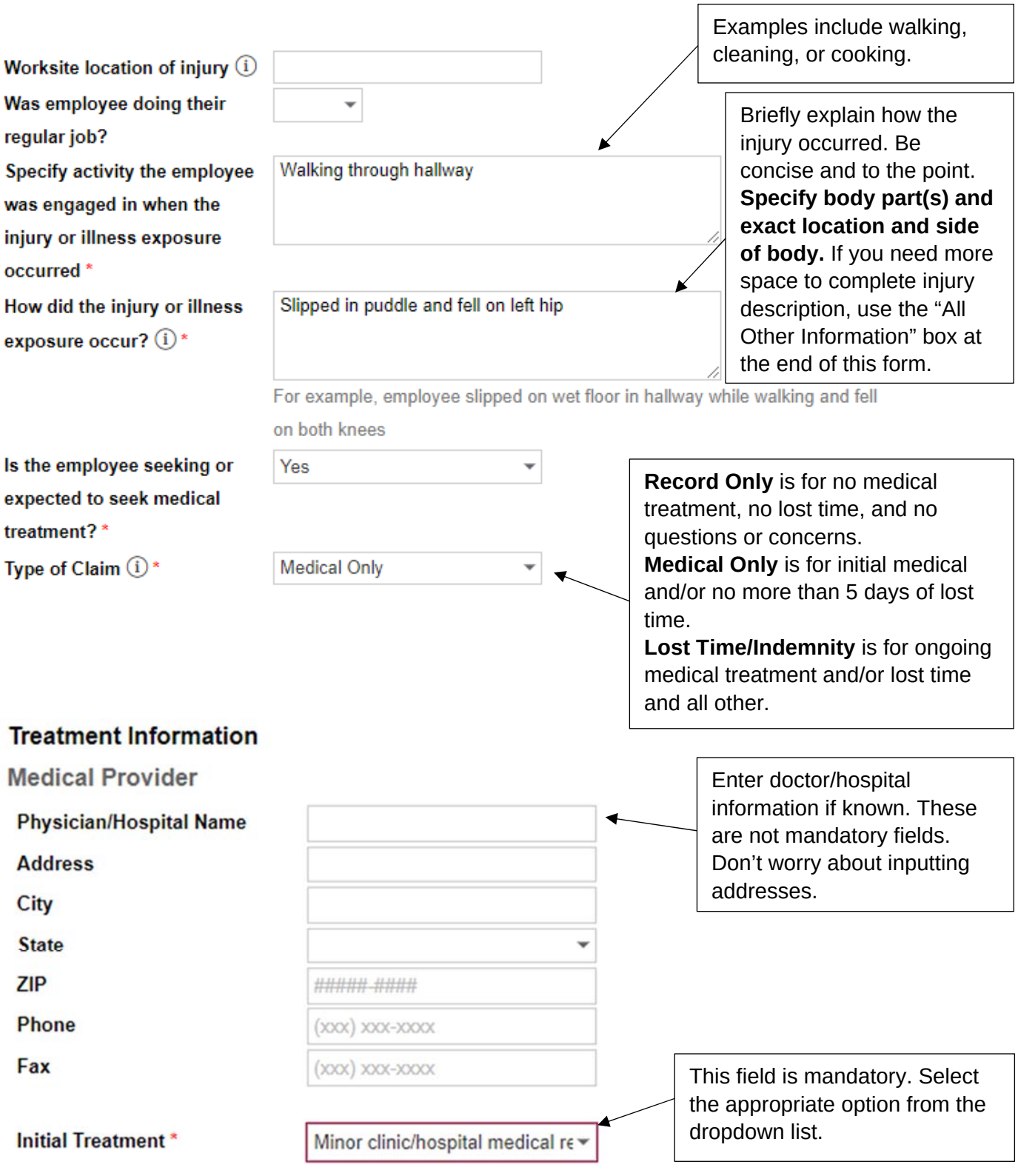
If the injury occurred off campus, select "No" and enter the address of the injury in a box that will appear to the right.











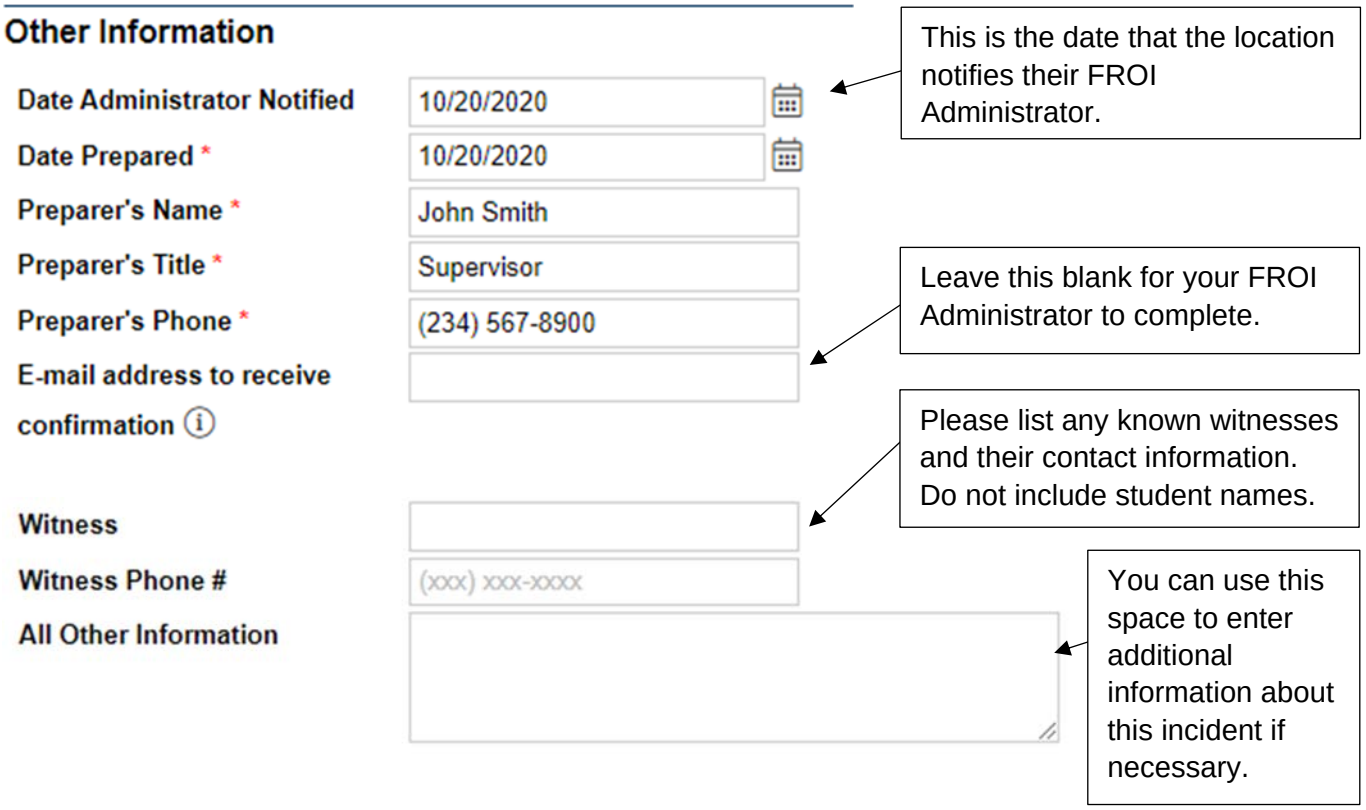
Examples include walking, cleaning, or cooking.

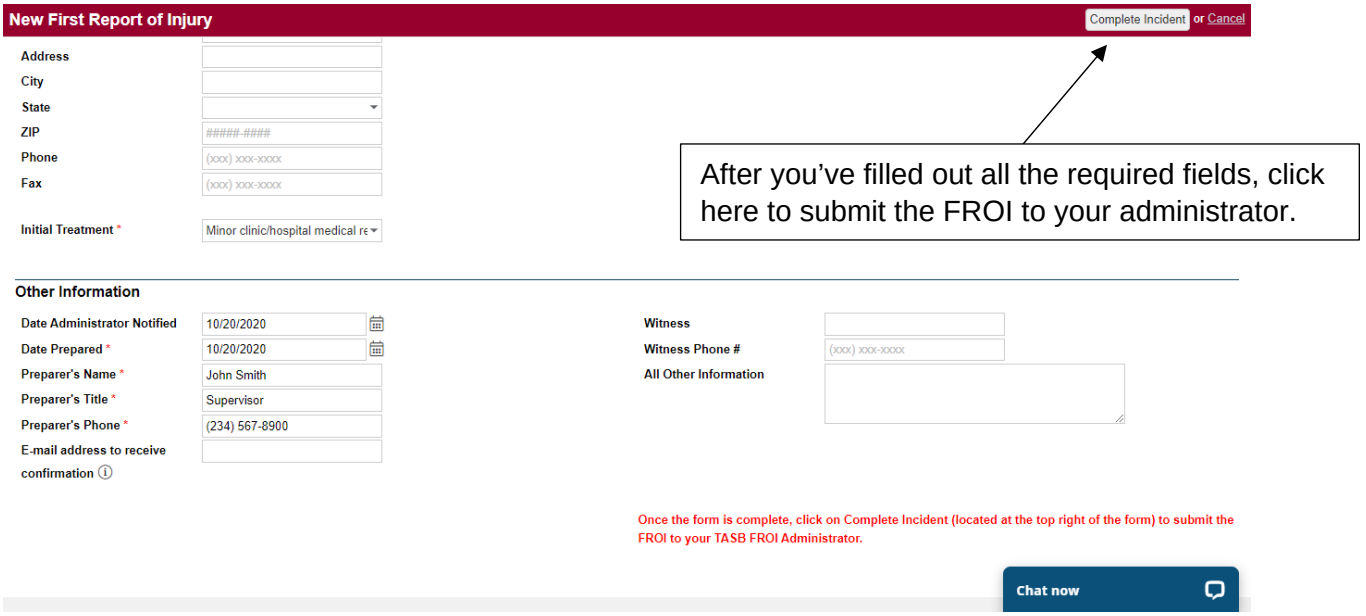
Briefly explain how the injury occurred. Be concise and to the point. **Specify body part(s) and exact location and side of body.** If you need more space to complete injury description, use the "All Other Information" box at the end of this form.

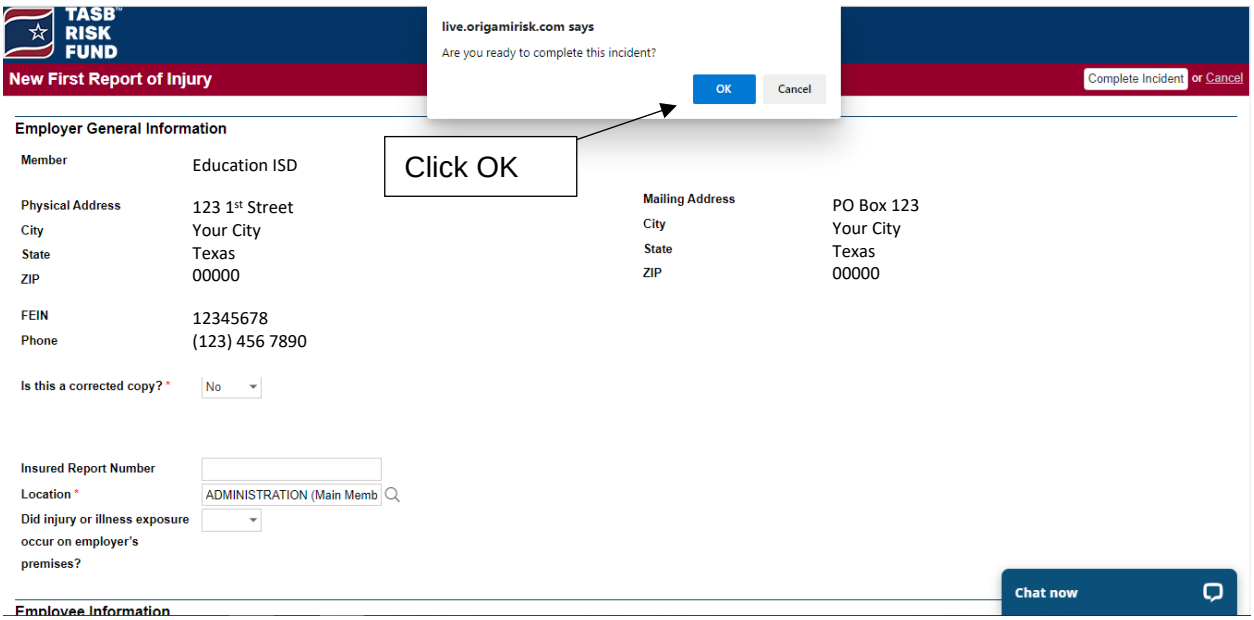
Record Only is for no medical treatment, no lost time, and no questions or concerns.
Medical Only is for initial medical and/or no more than 5 days of lost time.
Lost Time/Indemnity is for ongoing medical treatment and/or lost time and all other.

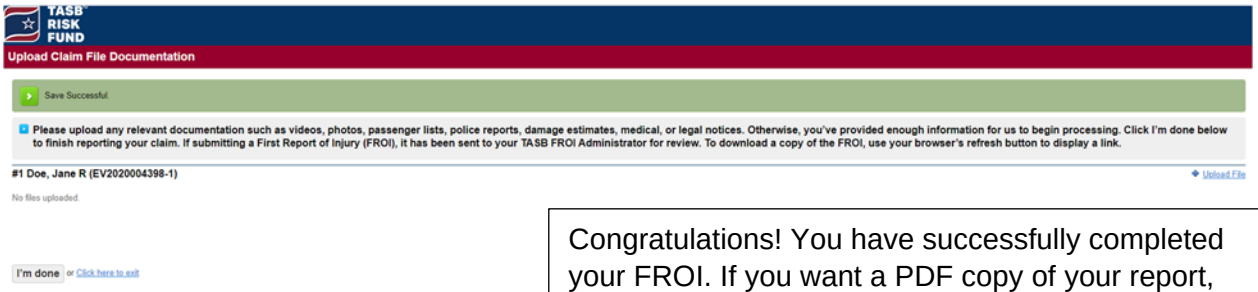
Enter doctor/hospital information if known. These are not mandatory fields. Don't worry about inputting addresses.

This field is mandatory. Select the appropriate option from the dropdown list.

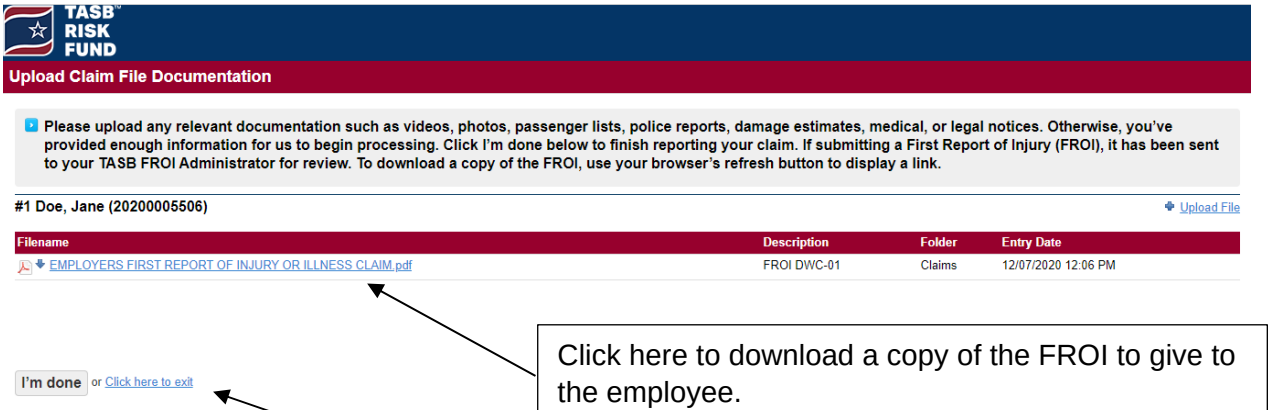








Congratulations! You have successfully completed your FROI. If you want a PDF copy of your report, refresh your browser and a link will appear.



Click here to download a copy of the FROI to give to the employee.

When you're ready, click here to exit the application.