I filled out a First Report of Injury (FROI) form, now what?

Turn in the completed FROI to your supervisor for signature. Your supervisor will forward the FROI to Risk Management (RM/EHS) for processing.

Once RM activates your claim you will be assigned a claim number. The claim number is unique to your case. You will also be assigned a Case Manager who will contact you directly. He or she will work with you to ensure you get the care you need to recover.

What is a Case Manager?

Case Managers are registered, licensed healthcare professionals. Their responsibilities include helping you make informed decisions regarding your care. You should keep your Case Manager’s name and phone number handy along with your claim number.

What are my responsibilities?

A primary goal of the WC program is to return an employee to full duty as soon as it is medically possible. To meet this goal it is best to keep all scheduled appointments and to follow any medical instructions such as a prescribed medication regiment and/or a home exercise plan.

Your physician will give a work status report outlining restrictions if any. You need to provide a copy of this work status to your supervisor. It is important to note that you must follow those restrictions both at work and at home.

How do I get prescriptions filled?

You will receive a card in the mail to use for medications. If you happen to pay out-of-pocket for your prescription, turn in the receipt(s) to RM/EHS for reimbursement.

What if I received a bill for my injury?

You can send your bills through campus mail or bring it by RM/EHS. We will forward the bill to the adjustor for payment.

What if I need specialized care?

Your Case Manager will work with you and your physician if your situation requires specialized treatment or tests. With your physician, you will determine what specialized care you need. Your Case Manager will ensure this care is authorized and will help with the scheduling process.

What if I would like a different physician than the one I am currently assigned?

You are authorized one change of physician. You will work with your Case Manager to make this change.

Due to my injury/illness I will be out of work for a few days. Do I have to take my own sick days or vacation time?

Yes, you will have to take your own sick days and/or vacation time for medical appointments, physical therapy or any recuperation time you might need.
- **How are mileage and other reimbursable expenses handled?**
  
  If you have authorized expenses such as mileage to and from appointments, medical supplies or physical therapy equipment, come by RM/EHS. We will help fill out reimbursement paperwork for submission to the adjustor.

- **How am I covered if I am out of work?**
  
  If you are out of work for seven or more days, you are eligible for lost pay benefits under WC. As all situations are different it is best to contact RM/EHS as soon as you know you will be out of work for any length of time.

- **If I am still not fully recovered, can I return to work?**
  
  If your injury or illness prevents an immediate return to full duty, one of the following may be offered:

  o **Temporary Modified Work**: Work duties within the scope of an employee’s duties that accommodate work restrictions.

  o **Transitional Work**: Work outside the employee’s assigned duties, accommodating medical restrictions.