



Mary Daniels
Willis ISD Human Resources
Leave and Substitute Specialist
612 N Campbell, Willis, TX, 77378
Phone 936.890.3187 Fax 936.856.1338

What do you do when an employee is injured on the job?

*****For Emergencies please direct employee to nearest Emergency Room or Urgent Care Clinic*****

Note: The First Report of Injury form (FROI) must be filed once an employee reports an incident. Group Insurance does not cover medical treatment for compensable workers' compensation injury. Employees should not pay for medical treatment for workers' compensation injury.

- Complete Willis ISD First Report of Injury (FROI) and forward to Mary Daniels no later than the next business day. mdaniels@willisisd.org
- Provide employee with the Workers' Comp Packet
 - Copy of First Report of Injury (FROI)
 - Injured at Work?
 - Employee Acknowledgement of the Alliance Direct Contracting Program (Signature required)
 - Verification of Employment (Signature required)
 - List of current Alliance Providers
 - Optum **First Fill**®
 - Workers' Comp Leave Determination
 - Employee Rights
 - Notice of Alliance Requirements
- Be sure to notify Mary Daniels @ 936-890-3187 or mdaniels@willisisd.org immediately if an employee misses any time, returns to work, or if there are any questions or concerns.

******DO NOT SEND EMPLOYEE TO THE DISTRICT WELLNESS CLINIC. THE CLINIC IS NOT AN ALLIANCE PROVIDER.**