

FIRST REPORT OF INJURY (FROI) QUICK REFERENCE GUIDE

THIS GUIDE SHOULD BE POSTED WHERE VISIBLE AND STAFF HAS EASY ACCESS TO THE 855 PHONE NUMBER

REPORTING WORK INJURIES

WHEN SOMEONE IS INJURED AT WORK . . .

- If it is an **EMERGENCY – CALL 911**
- Otherwise, the employee and supervisor should call (855) 675-3501 together (if no supervisor is available, the employee can call alone).
- Do this as soon as possible after you learn of an injury.
- The Registered Nurse who answers will ask what happened and recommend what to do next, whether it is self-care, urgent care or even the emergency room.
- The nurse will report the injury to SFM, your workers' compensation insurer. You "do not" need to fill out a First Report of Injury (FROI) form.



SFM Work Injury Hotline
855-675-3501

CONTACT SFM TO REPORT INJURY
(855) 675-3501 sfmic.com

CONTACTS AND NEXT STEPS

When calling the Hotline, the following information may be needed for identification purposes:

Employer: **MANKATO AREA PUBLIC SCHOOLS**

Location Name
and Address: **GIVE YOUR BUILDING INFORMATION**

Policy Number: **117825**

Organization's
Contact/Claims **ALISSA HAYDEN**
Coordinator: **(507-207-4041)**

AFTER THE CALL . . .

- If an Urgent Care / Doctor visit is needed, staff should ask for a "Report of Workability" form from the Physician. This is the employee's responsibility to obtain and email to ahayde1@isd77.org asap.
- Gather additional information about the incident.
- If recovery will require time off work, report this to SFM. Call (800) 937-1181 to reach your Claims Representative.
- Stay in contact with injured employees. Let them know they are missed and you will have jobs for them when they are ready to return to work.
- Ask injured workers to call their Claims Representatives before undergoing diagnostic tests (such as MRIs) or ordering medical equipment.

SFM
The Work Comp Experts

GENERAL QUESTIONS
(952) 838-4200 or (800) 937-1181