

To: Clear Creek ISD Campus/Department Designees

From: Sharon McHenry – Clear Creek ISD Workers’ Compensation Specialist

Re: Instructions for Campuses/Departments - What to Do When There Is an Injury On the Job

*For Emergencies please direct employee to the nearest Hospital Emergency Room or Clinic. If possible, ensure Employee leaves with Verification of Employment for Reported WC Claim (Page 2), Optum First Fill Card (Page 3 & 4) and contact me immediately.*

The Campus/Department Designee must make sure a First Report of Injury is submitted with or without the employee’s assistance. Go to this link at [www.tasbrmf.org](http://www.tasbrmf.org) to complete the First Report of Injury no later than the next business day. You do not need to log in to complete the First Report of Injury. Complete as much information as you have. See instructions on Pages 9-17.

- Have the employee sign the **Acknowledgment of the Medical Alliance** (Pages 5 & 6).
- If the employee plans to seek medical treatment, complete and give the **Verification of Employment for Reported WC Claim form** (Page 2) to the employee along with the Optum First Fill Card (Pages 3 & 4).
- Have the employee advise whether they wish to use their available leave for any possible lost time due to the on the job injury by completing and signing an **Election of Leave** form (Pages 7 & 8).

Email or Fax all signed forms and paperwork by the next business day to:

Sharon McHenry, Workers’ Compensation & Unemployment Specialist  
Phone: 281 284 0231  
Fax: 281 284 9916  
Email: smchenry@ccisd.net

Please refer the injured employee directly to Business Services for any further questions or issues regarding their workers’ compensation injury. Alert me immediately if an employee misses any time, returns to work, or if there are any questions or concerns.

To search for an Alliance primary care physician in your area go to [www.pswa.org](http://www.pswa.org) website. See Pages 18 & 19 for a list of nearby Alliance doctors and RediMD Telemedicine Process instructions.

***NOTE: A First Report of Injury must be filed once the employee reports, or the campus or department is made aware of, any on the job injury, illness or incident. Group Insurance does not cover medical treatment for compensable workers’ compensation injury. Employees should not pay for medical treatment for a workers’ compensation injury.***

# Verification of Employment for a Reported Workers' Compensation Injury or Illness

Please take this form to the doctor for your first medical examination.

Employee Name \_\_\_\_\_ Date of Injury \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_

Reported Work Related Injury or Illness:

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Clear Creek ISD workers' compensation coverage provider is the Texas Association of School Boards Risk Management Fund which is a member of the Political Subdivision Workers' Compensation Alliance (the Alliance.) For emergencies, an injured employee may go to the nearest emergency room. Otherwise, all other treatment must be from an Alliance Provider listed at [pswca.org](http://pswca.org).

Please submit all claim and medical billing information to:

TASB  
P.O. Box 2983  
Clinton, IA 52733-2983  
Phone: 800.732.0153  
Fax: 732.212.7009

eBill Information  
Clearinghouse: WorkComp EDI  
Clearinghouse website: [www.workcompedi.com](http://www.workcompedi.com)  
TASB's Payer ID: WR902

## Pre-Authorization

Phone: 800.482.7276, x9907  
Fax: 888.777.8272

Issuing Signature \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**Providers please submit Work Status Reports and all Job Description enquiries to:**

Sharon McHenry, Workers' Compensation & Unemployment Specialist  
Phone: 281.284.0231  
Fax: 281.284.9916  
Email: [smchenry@ccisd.net](mailto:smchenry@ccisd.net)

For a full list of Alliance Providers please visit [pswca.org](http://pswca.org).

## MAKING IT EASY... TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for your employer or their insurer. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

### Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.




Most pharmacies and all major chains are included in the network. To find a network pharmacy call 1-866-599-5426 or visit [tmesys.com](http://tmesys.com).

### Questions? Need Help?



**1-866-599-5426**



**WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM**

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CARRIER/TPA \_\_\_\_\_ EMPLOYER \_\_\_\_\_

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INJURED WORKER NAME \_\_\_\_\_

**Please provide directly to Pharmacist**

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF INJURY (YYMMDD) \_\_\_\_\_

**Notice to Cardholder:** Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: [tmesys.com](http://tmesys.com).

**Attention Pharmacists:** Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

**Tmesys Pharmacy Help Desk**  
**1-800-964-2531**

	<u>NDC</u>	or	<u>Envoy</u>
RxBIN	004261		002538
RxPCN	CAL		Envoy Acct. #
GROUP	_____		

**NOTE:** This First Fill card is only valid for your workers' compensation injury or illness.



### Employer:

Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.

## HACEMOS MÁS SENCILLO...

### EL ABASTECIMIENTO DE LAS RECETAS MÉDICAS DEL PROGRAMA DE COMPENSACIÓN POR ACCIDENTES LABORALES.

Optum ha sido elegido para administrar los beneficios farmacéuticos de su programa de compensación por accidentes laborales para su empleador o su asegurador. Más adelante incluimos su tarjeta First Fill que le permitirá recibir las recetas médicas relacionadas con su lesión en su farmacia local. Llene esta tarjeta siguiendo las instrucciones que se indican a continuación.

#### Empleado lesionado:



Si necesita que se le abastezca su receta médica para una lesión o enfermedad relacionada con su trabajo, visite una farmacia de la red Optum Tmesys®. Entregue esta tarjeta temporal al farmacéutico. El farmacéutico abastecerá su receta médica bajo costo o sin costo alguno.



Si se acepta su reclamación del programa de compensación por accidentes laborales, recibirá una tarjeta permanente por correo. Use esa tarjeta para otras recetas médicas de lesiones o enfermedades relacionadas con su trabajo.




La mayoría de farmacias y todas las grandes cadenas de farmacias forman parte de la red. Para encontrar una farmacia de la red, llame al 1-866-599-5426 o visite tmesys.com.

**¿Tiene alguna pregunta?  
¿Necesita ayuda?**



**1-866-599-5426**



**WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM**

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PORTADORA \_\_\_\_\_ EMPLEADOR \_\_\_\_\_

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NOMBRE DEL TRABAJADOR LESIONADO \_\_\_\_\_

**Por favor provea directamente al farmacéutico**

NUMERO DE SEGURO SOCIAL \_\_\_\_\_ FECHA DE ALA LESION (AAMMDD) \_\_\_\_\_

**Aviso para el titular de la tarjeta:** Presente esta tarjeta a la farmacia para recibir los medicamentos para la lesión relacionada con su trabajo. Para ubicar una farmacia, visite tmesys.com.

**Attention Pharmacists:** Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

**Tmesys Pharmacy Help Desk  
1-800-964-2531**

	NDC	or	Envoy
RxBIN	004261	or	002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	_____		

**NOTA:** Esta tarjeta First Fill solo es válida para una lesión o enfermedad cubierta por su programa de compensación por accidentes laborales.



#### Empleador:

Inmediatamente después de recibir un aviso sobre una lesión, llene la información antes indicada y entregue este formulario al empleado.

# Employee Acknowledgement of the Alliance Direct Contracting Program

I have received information that tells me how to get health care under my employer's workers' compensation coverage. If I am hurt on the job and live in a service area described in this information, I understand that:

1. I must choose a treating doctor from the Alliance list of doctors designated as treating doctors.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go to any licensed medical professional within the United States.
3. Even though my treating doctor should refer me to a specialist of providers contracted with the Alliance, I understand that I need to verify that the referral doctor is a member of the Alliance provider panel.
4. The Texas Association of School Boards Risk Management Fund will pay the treating doctor and other Alliance providers for all health care related to my compensable injury.
5. I understand that my medical and/or income benefits may be disputed if I receive health care from a provider other than an Alliance provider without prior approval from the Fund.
6. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
7. If I want to change doctors after my first choice, I can do so within the first 60 days of starting treatment, and I can only choose from the Alliance list of providers. A third choice requires approval from my adjuster.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I live at: \_\_\_\_\_  
Street Address City, State, Zip Code

Name of Employer: \_\_\_\_\_

Name of Direct Contracting Program: Political Subdivision Workers' Compensation Alliance (the Alliance)

Direct contracting service areas are subject to change. To locate a treating doctor within your area, visit the PSWCA web site at [pswca.org](http://pswca.org) or call your adjuster at 800.482.7276.

## **To be completed by the employer only**

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Please indicate whether this is the:

- Initial Employee Notification  
 Injury Notification (Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_)

**Do not return this form to the TASB Risk Management Fund unless requested.**



# Reconocimiento Del Empleado Para El Programa De Contratar Directamente Con Medicos

He recibido la informacion que explica como obtener tratamientos medicos si me lastimo en el trabajo. Si estoy lastimado en el trabajo y vivo en un área de servicio descrita en esta información, entiendo que:

1. Tengo que escoger un doctor de la lista de la Alliance (PSWCA), que son señalados para tratar.
2. Debo ir a este doctor para todo el tratamiento médico para mi lesión. Si necesito un especialista, el doctor que me trata me referirá. Si necesito tratamientos de emergencia, yo entiendo que puedo ir a cualquier profesional médico licenciado dentro de los Estados Unidos.
3. Si el doctor me refiere a un especialista, yo entiendo que necesito verificar que el doctor sea un miembro del la Alliance.
4. TASB le pagara al doctor escogido y a doctores tambien que son partidos de PSWCA.
5. Puedo ser responsable de la cuenta si recibo tratamiento medico de doctores que no son miembros de la Alliance y sin la aprobacion anterior de TASB.
6. Reportando un reclamo de lastimadura falsa o fraudulenta es un crimen que puede resultar en multas y o al encarcelamiento.
7. Si deseo cambiar doctores despues de mi primera opción, puedo hacerlo dentro 60 dias de comensar mi tratamiesto. Puedo solamente escoger de la lista de doctores que estan en el Alliance. La tercer opción necesita probacion de mi ajustador antes de cabiar doctor.

\_\_\_\_\_  
Firma (Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Fecha (Date)

\_\_\_\_\_  
Nombre en imprenta (Printed Name)

\_\_\_\_\_  
Direccion de domicilio incluyendo ciudad, estado y zip (Address)

Nombre de empleo (Name of Employer): \_\_\_\_\_

Nombre del programa de contratar doctores directament (Name of Direct Contracting Program):  
Political Subdivision Workers' Compensation Alliance (the Alliance)

El servicio de contratar doctores directamente en las areas de servicio, son subjetivos a cambiar. Para localizar un doctor de tratamiento en su area, visite al Internet en: [www.pswca.org](http://www.pswca.org) o llame a su ajustador al numero: 800.482.7276.

## **To be completed by the employer only**

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Please indicate whether this is the:

- Initial Employee Notification  
 Injury Notification (Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_)

**Do not return this form to the TASB Risk Management Fund unless requested.**



**FORM TO ELECT LEAVE BENEFITS WITH WORKERS' COMPENSATION  
(OFFSET—ENGLISH VERSION)**

Name \_\_\_\_\_ Employee number \_\_\_\_\_

Position \_\_\_\_\_ Department/Campus \_\_\_\_\_

This employee is absent from duty because of a job-related illness or injury beginning on *(date of first absence attributable to illness or injury)*. If eligible, workers' compensation insurance may begin paying a percentage of the employee's current wages on the eighth day of absence from duty if an extended absence is required.

\_\_\_\_\_  
District authorized signature Date

**Employee choice:**

I am absent from duty because of a job-related illness or injury. I understand that I am not eligible for workers' compensation weekly income benefits until my absence exceeds seven calendar days. I also understand that the district will continue to pay its contribution toward the cost of my group health insurance coverage (if applicable) as long as I am on **paid** leave and/or family and medical leave (FMLA). I further understand that I will be responsible for paying all health insurance premiums if I am on **unpaid** leave that is not FMLA leave. I choose the following option:

- I choose to use only \_\_\_\_\_ days of available paid leave at this time.
- I choose to use all available paid leave. During the first seven days my leave will be used in full-day increments. I understand that once I begin to receive workers' compensation weekly income benefits my leave will be used in partial-day increments to supplement workers' compensation income benefits.
- I choose **not** to use any available paid leave at this time. I understand that I will not receive any regular salary payments from Clear Creek ISD while receiving weekly income benefits under workers' compensation. No available paid leave will be deducted from my leave balance. I further understand that by selecting this option, I will receive only workers' compensation income benefits for any absences resulting from my work-related illness or injury, unless and until I communicate to the district a change in my decision.

\_\_\_\_\_  
Employee signature Date

<b>For Claims Reporting Purposes Only:</b>	
<p><i>For all employees:</i>                      Amount of leave paid to employee: \$ _____                      Daily rate: \$ _____                      Period of payment: from ___/___/___ through ___/___/___                      for _____ days or _____ weeks</p>	<p><i>For hourly employees only:</i>                      Hourly rate: \$ _____                      Number of hours paid: _____</p>



**FORM TO ELECT LEAVE BENEFITS WITH WORKERS' COMPENSATION  
(OFFSET—SPANISH VERSION)**

Nombre \_\_\_\_\_ Número de empleado \_\_\_\_\_

Posición \_\_\_\_\_ Departamento/campus \_\_\_\_\_

Este empleado está ausente de su trabajo debido a una enfermedad o lesión relacionada con el trabajo que comenzó en *(fecha de la primera ausencia que se atribuye a enfermedad o lesión)*. Si es elegible, el seguro de compensación de los trabajadores puede comenzar a pagar un porcentaje de los salarios actuales del empleado en el octavo día de ausencia del trabajo, en caso de que se requiera una ausencia prolongada.

\_\_\_\_\_  
Firma autorizada de distrito

\_\_\_\_\_  
Fecha

**Elección del empleado:**

Me ausenté del trabajo debido a una enfermedad o lesión relacionada con el trabajo. Comprendo que no soy elegible para los beneficios de ingreso semanales de compensación para trabajadores hasta que mi ausencia exceda los siete días calendario. También comprendo que el distrito continuará pagando su aporte hacia el costo de mi cobertura de seguros médicos (si es aplicable) siempre y cuando estoy en licencia **con goce de sueldo** y/o licencia familiar o médica (FMLA). Asimismo, comprendo que seré responsable de pagar todas las primas de seguros médicos si estoy en licencia **sin goce de sueldo** que no sea una licencia FMLA. Elijo la siguiente opción:

- Elijo utilizar solamente \_\_\_\_\_ días de licencia disponible con goce de sueldo en esta oportunidad.
- Elijo utilizar todas las licencias con goce de sueldo disponibles. Durante los primeros siete días, mi licencia se utilizará en aumentos de día completo. Comprendo que, una vez que comience a recibir los beneficios de ingresos semanales de compensación de los trabajadores, mi licencia se utilizará en aumentos de día parcial para complementar los beneficios de ingreso de compensación de los trabajadores.
- Elijo **no** utilizar la licencia con goce de sueldo disponible en esta oportunidad. Comprendo que no recibiré pagos de salario regulares de Clear Creek ISD mientras reciba los beneficios de ingreso semanales conforme a la compensación de los trabajadores. No se deducirá la licencia con goce de sueldo disponible de mi saldo de licencia. Asimismo, comprendo que, al seleccionar esta opción, recibiré solamente los beneficios de ingreso de compensación de los trabajadores para las ausencias que deriven de mi enfermedad o lesión relacionada con el trabajo, a menos y hasta que comunique al distrito un cambio en mi decisión.

\_\_\_\_\_  
Firma del empleado

\_\_\_\_\_  
Fecha

<b>For Claims Reporting Purposes Only:</b>	
<p><i>For all employees:</i>                      Amount of leave paid to employee: \$ _____                      Daily rate: \$ _____                      Period of payment: from ___/___/___ through ___/___/___ for                      _____ days or _____ weeks</p>	<p><i>For hourly employees only:</i>                      Hourly rate: \$ _____                      Number of hours paid: _____</p>

# How to File a First Report of Injury

## Campus or Department Instructions

Start here: [tasbrmf.org/claims](https://tasbrmf.org/claims)

**TASB RISK FUND**

About Us | Contact Us | Report a Claim | Login

Programs | Member Service Center | Learning & News

Auto  
Liability  
Property  
Privacy & Information Security  
Unemployment Compensation  
Workers' Compensation  
[Get a Quote](#)

Report a Claim

### Report a Claim

If you need immediate assistance, please call 800.482.7276. Calls are answered 24/7, including after hours and on the weekends. If you call outside of business hours, our answering service will contact an adjuster and you will receive a call within one hour.

**Jump to: [Auto](#) | [Liability](#) | [Property](#) | [Cyber](#) | [Unemployment compensation Quarterly Wage Statement](#)**

### Workers' Compensation claims

#### First Report of Injury

- Program administrators who do not use the FROI Administration application, or
- Campuses and departments who need to report an employee injury to their organization's workers' compensation program administrator:

#### First Report of Injury WC Claim

Please type in your organization below to report a worker's compensation First Report of Injury

**Organization**

**Report a WC Claim**

Type your organization into the search bar and then click here.

#### First Report of Injury guides

- [How to File a First Report of Injury \(PDF\)](#)
- [How to File a First Report of Injury for Campus or Department \(PDF\)](#)
- [FROI Administration Guide \(PDF\)](#)

**myTASB Access**  
myTASB You must have a myTASB user ID and password to access some resources. If you need access, speak with your program contact —the person in your organization responsible for granting user rights. For more information, visit our [myTASB Access page](#).

**Your Marketing Consultant**  
Want to know more about what the Fund can do for you?  
Your [marketing consultant](#) can connect you to experts on training, loss prevention resources, and additional programs that can lower your exposure to risk.

**TASB RISK FUND**

Reporting a Claim Log Out and Exit

**What you will need:**

- Basic information about what happened, including date, location, etc.
- Additional details about the employee who was injured, such as name, address, and wage information

**What you should know:**

- The reporting form will timeout after 120 minutes of inactivity.
- You can find detailed instructions on how to report a workers' compensation claim [in this guide](#).

When you are finished filling out the First Report of Injury (FROI) on the next page, be sure to click on the "Save Changes" button at the top of the page to submit to TASB.

[Start a FROI](#) ← Click here to start your FROI.

Chat now

**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.



**TASB RISK FUND**

New First Report of Injury Complete Incident or Cancel

**Employer General Information**

Member Education ISD

Physical Address 123 1<sup>st</sup> Street  
 City Your City  
 State Texas  
 ZIP 00000

Mailing Address PO Box 123  
 City Your City  
 State Texas  
 ZIP 00000

FEIN 12345678  
 Phone (123) 456 7890

Is this a corrected copy? \*

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.

**Insured Report Number**

Location \*

Did injury or illness exposure occur on employer's premises?

ADMINISTRATION (Main Memb)

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.

Insured Report Number

Location \*

Did injury or illness exposure occur on employer's premises?

Address where Injury/Illness Occurred

Since you selected injury did not occur on employer's premises, please complete the accident address fields to the right.

### Employee Information



Claimant	Doe, Jane
First Name *	Jane
Middle Name	
Last Name *	Doe
Street Address 1 *	1
Street Address 2	
City *	Your City
State *	Texas
ZIP *	11111
Phone *	1111111111
Work Phone	(xxx) xxx-xxxx
Employee Email	
Does the employee speak English?	

Enter the employee's first and last names in these boxes. The names will populate the Claimant box above.

Please enter the employee's correct mailing address and contact info. If you are uncertain about any information, use these placeholders.



Campus or Department Instructions for Filing a First Report of Injury - 5 -

**Birth Date \***    
**Social Security ⓘ \***   
**Other Employee ID**   
**Other Employee ID Qualifier**   
**Hire Date \***    
**Length of Service Years**   
**Length of Service Months**   
**Hire State \***   
**Gender \***   
**Marital Status \***   
**Occupation/Job Title \***   
**Payroll Class Code \***   
**Occupation Code \***   
**Department Code, if applicable**   
**Employment Status \***   
**Number of Dependents**

Enter 01/01/2010 if you don't know the employee's date of birth.

If you don't know the employee's SSN, enter 111-11-1111.

Enter 01/01/2010 if you don't know when the employee was hired.

Enter employee's job title and select the employee's appropriate payroll and occupation categories from the dropdown lists.

Please select either regular/full-time or part-time.

**Wages**

**Wage Rate \***   
**Wage Rate Type ⓘ \***   
**# Days Worked Per Week \***   
**# Hours Worked Per Week**   
**Full Pay On Day Of Injury**   
**Did Salary Continue?**

Please enter 1.00. Your administrator will input exact wage rate later.

Select daily for now. Your administrator will correct this later.

Please enter 5 days for full time and 1 for substitutes. If necessary, your administrator will correct this.



Gross Amount of Last Paycheck

Type of Pay ⓘ

Has employee elected to use state, sick or vacation leave in lieu of temporary income benefits?

If so, how many leave hours have they elected to use?

Leave these boxes blank for now.

**Occurrence Information**

Date of Injury/Illness \*

Time Employee Began Work

Time of Injury or Illness

Exposure \*

Date Employer Notified \*

Has the employee lost time or expected to lose time from work?

Was the injury or illness exposure fatal?

Employee's Supervisor

Supervisor Phone Number

Type of Injury/Illness \*

Part of Body Affected \*

Cause of Injury \*

Enter the time and date of injury. If time is unknown, enter 10:00 p.m.

This is the date the secretary, principal, nurse, or supervisor first knew of incident.

Click the magnifying glasses to select the employee's injury, affected body part, and cause of injury from the lists. You can also type the employee's injury/body part or its corresponding code number into the search bar and select from the dropdown lists.

**Note:** These are national, standardized codes. Choose the option that best matches your incident.



Campus or Department Instructions for Filing a First Report of Injury - 7 -

Worksite location of injury ⓘ

Examples include walking, cleaning, or cooking.

Was employee doing their regular job?

Specify activity the employee was engaged in when the injury or illness exposure occurred \*

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.

How did the injury or illness exposure occur? ⓘ \*

For example, employee slipped on wet floor in hallway while walking and fell on both knees

Is the employee seeking or expected to seek medical treatment? \*

**Record Only** is for no medical treatment, no lost time, and no questions or concerns.

Type of Claim ⓘ \*

**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.

**Treatment Information**

**Medical Provider**

Physician/Hospital Name

Address

City

State

ZIP

Phone

Fax

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

Initial Treatment \*

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



**Other Information**

**Date Administrator Notified**

**Date Prepared \***

**Preparer's Name \***

**Preparer's Title \***

**Preparer's Phone \***

**E-mail address to receive confirmation**

This is the date that the location notifies their FROI Administrator.

Leave this blank for your FROI Administrator to complete.

Please list any known witnesses and their contact information. Do not include student names.

**Witness**

**Witness Phone #**

**All Other Information**

You can use this space to enter additional information about this incident if necessary.

**New First Report of Injury** [Complete Incident](#) or [Cancel](#)

**Address**

**City**

**State**

**ZIP**

**Phone**

**Fax**

**Initial Treatment \***

After you've filled out all the required fields, click here to submit the FROI to your administrator.

**Other Information**

**Date Administrator Notified**

**Date Prepared \***

**Preparer's Name \***

**Preparer's Title \***

**Preparer's Phone \***

**E-mail address to receive confirmation**

**Witness**

**Witness Phone #**

**All Other Information**

Once the form is complete, click on [Complete Incident](#) (located at the top right of the form) to submit the FROI to your TASB FROI Administrator.

[Chat now](#)



Campus or Department Instructions for Filing a First Report of Injury - 9 -

live.origamirisk.com says  
Are you ready to complete this incident?

OK Cancel Complete Incident or Cancel

**Employer General Information**

Member Education ISD

Physical Address 123 1<sup>st</sup> Street  
City Your City  
State Texas  
ZIP 00000

Mailing Address PO Box 123  
City Your City  
State Texas  
ZIP 00000

FEIN 12345678  
Phone (123) 456 7890

Is this a corrected copy? \* No

Insured Report Number  
Location \* ADMINISTRATION (Main Memb)

Did injury or illness exposure occur on employer's premises?

Chat now

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

Save Successful

Please upload any relevant documentation such as videos, photos, passenger lists, police reports, damage estimates, medical, or legal notices. Otherwise, you've provided enough information for us to begin processing. Click I'm done below to finish reporting your claim. If submitting a First Report of Injury (FROI), it has been sent to your TASB FROI Administrator for review. To download a copy of the FROI, use your browser's refresh button to display a link.

#1 Doe, Jane R (EV2020004398-1) Upload File

No files uploaded.

I'm done or Click here to exit

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

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

Upload Claim File Documentation

Please upload any relevant documentation such as videos, photos, passenger lists, police reports, damage estimates, medical, or legal notices. Otherwise, you've provided enough information for us to begin processing. Click I'm done below to finish reporting your claim. If submitting a First Report of Injury (FROI), it has been sent to your TASB FROI Administrator for review. To download a copy of the FROI, use your browser's refresh button to display a link.

#1 Doe, Jane (20200005506) Upload File

Filename	Description	Folder	Entry Date
EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS CLAIM.pdf	FROI DWC-01	Claims	12/07/2020 12:06 PM

I'm done or Click here to exit





Business Services  
Clear Creek I.S.D

PO Box 799  
League City, Texas 77574

(281) 284-0230  
FAX (281) 284-9916

## List of Alliance Doctors

An employee that has a life-threatening injury should go to the nearest hospital emergency room for treatment. Stand-Alone Emergency Rooms are not covered under Clear Creek ISD's Workers' Compensation Insurance. **For after-hours care – the injured employee will need to go to the nearest hospital emergency room for care. No Stand-Alone Emergency Rooms.**

### Non-Life-Threatening Injuries:

CareNow Dickinson  
3150 Gulf Fwy S., Dickinson, TX 77539  
HRS: M-F: 8:00 AM to 8:00 PM  
Sat: 8:00 AM to 7:00 PM - Sun: 8:00 AM to 5:00 PM  
Tel: 832 720-6345

CareNow Deer Park  
9055 Spencer Hwy, La Porte, TX 77571  
HRS: M-F: 8:00 AM to 8:00 PM  
Sat: 8:00 am to 7:00 PM - Sun: 8:00 AM to 5:00 PM  
Tel: 346-954-627

Next Level Urgent Care League City  
2560 E. League City Pkwy, Ste. B, League City, TX 77573  
Tel: 281 783-8162 Fax: 832-706-2295  
HRS: Sunday through Saturday 9:00 AM – 9:00 PM

Next Level Urgent Care Pasadena  
7315 Fairmont Pkwy, Suite 110, Pasadena, TX 77505  
Tel: 281 783-8162 Fax 832-706-2295  
HRS: Sunday through Saturday 9:00 AM – 9:00 PM

**RediMD Telemedicine**  
Tel: 888-733-4635  
HRS: 24 Hours/7 days a week

CareNow Friendswood  
1729 S. Friendswood Dr., Friendswood, TX 77546  
HRS: M-F: 8:00 AM to 8:00 PM  
Sat: 8:00 AM to 7:00 PM - Sun: 8:00 AM to 5:00 PM  
Tel: 281 402-1930

Next Level Urgent Care - Pearland  
8325 Broadway St., Suite 220, Pearland, TX 77581  
Tel: 281-783-8162 Fax: 832 706-2295  
HRS: Sunday through Saturday: 9:00 AM to 9:00 PM

Wellnow Health  
676 FM 517 Road West, Dickinson, TX 77539  
Tel: 409-572-2535 Fax: 409 572-2480  
HRS: M-F: 8:00 AM -5:00 PM - Sat: 9:00 AM – 2:00 PM

Direct contracting services are subject to change. To locate additional treating doctors within your area, visit PSWCA at [www.pswca.org](http://www.pswca.org) or call your adjuster at 800 482-7276.

Revised 05/07/2026



## WORKERS COMPENSATION TELEMEDICINE PROCESS

Process for injured worker:

1. The employee's First Report of Accident online form will need to be submitted to TASBRMF before the employee can setup an appointment with RediMD.
2. The nurse, department designee, supervisor, or injured employee calls RediMD (888-733-4635) and reports the injury and a customer service rep with RediMD sets up an appointment with the doctor.
3. The injured worker determines what time they would like to see/speak to a RediMD doctor.
  - The RediMD doctor will be available to see the injured worker in 5 to 10 minutes from the initial reporting of the injury to RediMD.
4. The RediMD doctor will conduct a Telemedicine visit with the injured worker and confirm the compensable injuries reported by the injured worker. (The doctor will read back the exact statement the injured worker reported to RediMD to determine and agree on the compensable injuries.)
5. If a follow up Telemedicine visit is necessary, the doctor and the injured worker will schedule a time and date for the follow up visit. The injured worker will get a conformation email or text immediately upon scheduling the follow up visit.
6. RediMD will notify/remind the injured worker the day before their scheduled visit via email and a phone call.
7. The doctor will complete the necessary paperwork and DWC-73 forms. RediMD will send over all the notes via fax or email to TASBRMF, the Division of Workers' Compensation, and the employer.
8. The company can call the treating doctor at their convenience to discuss the case and go over work restrictions, if necessary.
9. The injured workers DWC forms and notes will be uploaded to RediMD's portal where pre-determined staff will have access to retrieve at any time. The staff will be given a log in and password on RediMD that will only show them their employee's DWC forms and notes.