

Worker's Compensation Form Instructions

In the event of a work related injury, please complete the appropriate forms listed below.

Injured Employee: Please complete the following forms within **ONE BUSINESS DAY of the injury.**

1. Injury Report Form - The injured employee should complete this form documenting the injury as soon as possible. Electronically sign and then click "save and email" on the form to submit to the Office of Human Resources. Please complete this regardless of whether you seek medical treatment.

If seeking medical treatment, please complete the following:

2. First Report of Injury (FROI) – If seeking medical treatment. Please send this form to the Office of Human Resources (118 St. Mary's Hall, +1614 or fax to 937-229-2009).
3. Medical Release Form – If seeking medical treatment. Please send this form to the Office of Human Resources (118 St. Mary's Hall, +1614 or fax to 937-229-2009).

Supervisor: Please complete the following form within **ONE BUSINESS DAY of the injury.**

1. Supervisor Statement – The injured employee's supervisor should complete this form documenting their description of the injury as soon as possible. Electronically sign and then click "save and email" on the form to submit to the Office of Human Resources.

Witnesses: Please complete the following form within **ONE BUSINESS DAY of the injury.**

1. Witness Statement – Any witnesses to the employee's injury should complete this form as soon as possible after the incident. Electronically sign and then click "save and email" on the form to submit to the Office of Human Resources.

If you are seeking medical attention:

You are encouraged to seek medical treatment at Medwork (www.medworkohio.com) located at 1435 Cincinnati St, Dayton, Ohio 45417; however, Medwork is an out of network provider and if your claim is denied you may be responsible for the cost of your medical treatment. If you choose to use another provider (ie. Urgent care, Physician, ER, etc...), please be sure they accept worker's compensation and are a network provider. If you are on UD's health care, a list of network providers can be found at the following link.

<https://www.anthem.com/health-insurance/provider-directory/searchcriteria>

***For questions please contact the Office of Human Resources at 937-229-2541.