

# How to Save the First Report of Injury (FROI)

1. Go to [www.tasbrmf.org](http://www.tasbrmf.org) and select “First Report of Injury” under the “Report a Claim” tab at the top of the page. \*Please note, you do not need to sign in under “Member Logon” to file the First Report of Injury or any other workers’ compensation forms.



2. Select your district from the drop down box and complete the First Report of Injury.

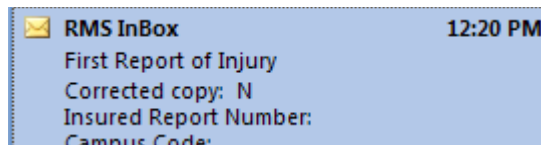


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3. After completing all of the required fields on the report click "Submit FROI Now."

The screenshot shows a web form for submitting a First Report of Injury (FROI). At the top, there are radio button options for medical treatment: "No Medical Treatment", "Minor Injuries", "Minor Conc/Prng", "Emergency Care", "Hospitalized > 24 Hrs", and "Future Major Medical Care Time Anticipated". Below this is the "OTHER INFORMATION" section with several text input fields: "Witness (Name & Phone #)", "Date Administrator Notified (example: mm/dd/yyyy)", "Date Prepared (example: mm/dd/yyyy)", "Preparer's Name & Title", "Preparer's Phone Number", "All Other Information", and "E-mail address to receive confirmation". At the bottom of the form are two buttons: "Submit FROI Now" and "Clear Form".

4. If an email address was submitted, then you will immediately receive an email from the RMS Inbox which will advise TASB has received the report and list the information submitted.



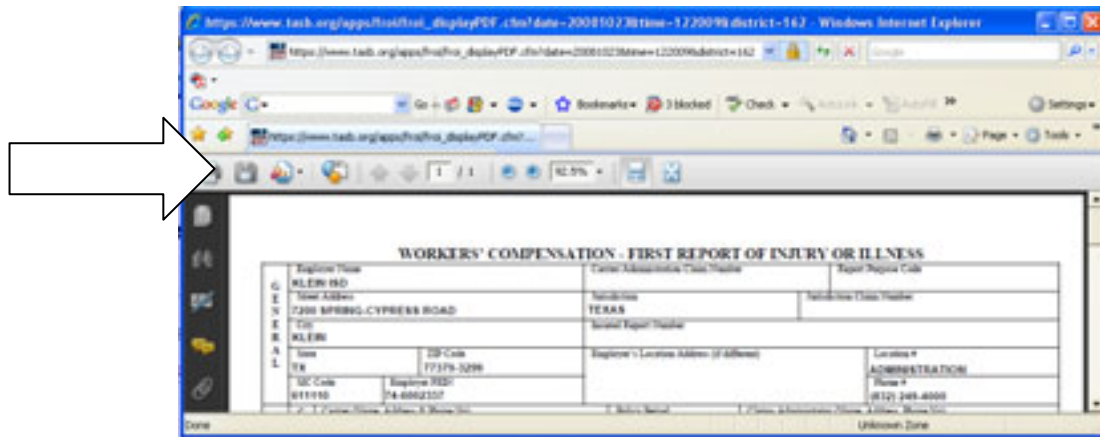
5. You will receive the following choices to save your First Report of Injury.

The screenshot shows the TASB Risk Management Fund website. At the top left is the TASB Risk Management Fund logo. Below the logo is the heading "Workers' Compensation" and the sub-heading "First Report of injury or illness". The main content area states: "The First Report of Injury for TEST NOONE has been added." Below this is a link: "Click here to print the First Report of Injury in IA-1 Format." A note below the link says: "(Please allow popup windows from your browser. The IA-1 form will appear in a separate window. This process may take a few minutes to run.)" At the bottom of the content area are two buttons: "Download FROI/Excel Format" and "Download FROI/Text Format". At the very bottom of the page is the contact information: "P.O. Box 2010, Austin, Texas 78767-2010 • 512-467-0222" and "© Copyright 1995-2008 All Rights Reserved. Privacy Policy, Terms & Conditions of Use, Disclaimer."

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- When you click to print the First Report of Injury in IA-1 Format, it will pop up in Adobe Acrobat (PDF format).



Be sure to print this form and give a copy to the injured worker. You can save the IA-1 on your computer in another folder by pressing the save icon above the form indicated by the arrow above.

If for any reason you need to resubmit the FROI to TASB or make changes you can do any of the following:

- If you have Adobe Acrobat Professional with editing capability, open and edit your PDF file. Please note you cannot edit a PDF file in Adobe Reader. Once you make the changes, save and attach corrected copy to an email and send to [rmf.inbox@tasb.org](mailto:rmf.inbox@tasb.org).
- Hand corrected forms may be faxed to TASB RMF at (800)580-6720.
- Go to [https://www.tasb.org/apps/froi/froi\\_select.cfm](https://www.tasb.org/apps/froi/froi_select.cfm) and begin the process again. Be sure to check the box stating it is a corrected copy.

If you have questions or need further assistance, please contact Laura Romaine, WC Program Consultant at (800)482-7276 ext. 8402 or [laura.romaine@tasb.org](mailto:laura.romaine@tasb.org).