

Workers' Compensation Injury Checklist

Step 1: Confirm the Injury Date

- Injury occurred **on or after 12/8/25** → Use **AmTrust** forms
- Injury occurred **on or before 12/7/25** → Use **Accident Fund** forms

Step 2: Complete Required Forms

- First Report of Injury (FROI) – sent to Edustaff
- Authorization for Treatment – goes with injured employee to med facility
- Follow Workers' Compensation Procedure

Step 3: Complete the FROI (Both Pages Required)

- Page 1** fully completed
- Page 2** fully completed
- District information completed
- District signature completed (bottom of page two)

Step 4: Treatment Determination

- Employee **is NOT** seeking treatment
- Employee **IS** seeking treatment
 - Treatment location/provider documented on page two

🚫 Do not submit the FROI until treatment status is confirmed and the form is signed

Step 5: Treatment Guidance

- Employee understands treatment is **not required**
- If treatment is sought, employee is directed to the **district's designated provider**, if applicable by state

Step 6: Submit the FROI

- Both pages combined into **one single PDF**
- Submitted via **email** (preferred) humanresources@edustaff.org
- Faxed (acceptable if needed) 877-974-6339

Need Help?

Questions, feedback, or support reviewing this process with your team contact Julie Powers, Edustaff Benefits Manager at jpowers@edustaff.org or 877-974-6338 ext. 1140.