



What to Do when Injury Occurs

- Make sure that the employee gets the proper medical attention, even if the injury appears to be minor or you are in doubt as to seriousness.
- Notify Mackinaw Administrators as soon as possible.
- Obtain the following information from the employee from completion of the FROI or incident report:
 - Name and address
 - Age, sex and marital status
 - Social security number
 - Job title
 - Wages per hour-day-week
 - Where did the accident happen?
 - What was the employee doing when injured?
 - How did the accident occur?
 - Describe the injury or disease in detail
 - Date and hour of injury or disease
 - Is the employee able to work? If no, how long will he/she be off work?
 - Name, address and phone number of treating physician
 - Any prior injuries?
- Questionable or Suspicious Claims: When a questionable or suspicious workers compensation claim occurs, attach a separate note to the first report of injury or incident report describing the factors that call the claim into question. Remember the original FROI is sent to the state workers compensation authority – be careful of comments on the first report.