

# **Bannock County Workers Compensation Employee Information**

## **Claims are managed by the Idaho State Insurance Fund 1-800-334-2370**

### **When an injury or illness occurs:**

#### **Tell your supervisor about the injury or illness as soon as possible.**

Prompt and accurate reporting is crucial in processing your claim. Bannock County should be notified as soon as possible that you have suffered a work related accident or illness. Be sure to report your accident or illness to your supervisor even if no medical treatment is received. Please complete a "Supervisor's Accident Report" form or an incident report. Send a completed copy to the Human Resources/Risk Management Department at the Bannock County Courthouse, 624 E. Center, Room 105, Pocatello, ID 83201. Call if you have any questions (208) 236-7217 or 7297.

#### **Fill out a Workers Compensation - First Report of Injury or Illness form as soon as possible.**

If you need to seek medical treatment or miss one day or more from work, complete a "First Report of Injury or Illness" form and return it to the Human Resources/Risk Management Department at the Bannock County Courthouse, 624 E. Center, Room 105, Pocatello, ID 83201. Call if you have any questions (208) 236-7217 or 7297.

- A claim cannot be opened and a claim number assigned by the State Insurance Fund until the First Report of Injury or Illness form is filed by the Bannock County's Human Resources/Risk Management Department.

**Workers Compensation "First Report of Injury" (FROI) form** must be filed as soon as practicable but not later than 10 days after the occurrence of an injury or occupational disease. A "First Report of Injury" should be filed if the injured worker:

- Requires medical treatment by a physician
- Is absent from work for one day or more
- Requests that a "First Report of Injury" be filed on their behalf  
[http://www.idahosif.org/forms/froi\\_emailform.doc](http://www.idahosif.org/forms/froi_emailform.doc)

#### **Communicate with your supervisor and Human Resources/Risk Management, the State Insurance Fund and your physician.**

Good communication helps avoid problems with your claim. Keep Bannock County and the Fund informed of your status, including when you can be expected to return to work. Don't be afraid to ask your physician questions. It is important that you understand your injury and what can be expected.

The State Insurance Fund's largest department is Claims that is made up of professionals who make decisions concerning medical and compensation benefits for injured workers. As an injured worker, you will be assigned a claims examiner who will keep you informed by phone and mail about the status of your claim. You are encouraged to make this a two-way communication.