

# Workers Compensation First Report of Injury Checklist



- Complete First Report of Injury with injured employee.
- Complete the occupation, location, and department codes.
- Did the employee seek treatment? Include doctor and clinic information.
- Will the employee have lost time due to the injury? Complete the work schedule/wage information.
- Complete the injury information.
- If the employee is not seeking treatment, write FRO (For Reporting Only) on the report.
- Once the report is complete fax it to United Heartland.  
Attn: Michelle Carini  
Fax: 262-787-7609
- Send the completed first report of injury and fax confirmation to Zimbrick Human Resources.

THANK YOU!