

# Frequently Asked Questions About Completing the Online Report of Injury (ROI) for Third Party Incident or Injury

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## Where can I report a Third Party\* related incident or injury?

The ROI is in LOUIE under Department Self Service

- Sign on to Louie
- Select Department Self Service
- Select Report of Injury Home Page
- Choose 'Create a Report of Injury'
- The first prompt will ask you for the Type of Injury; select 'Third Party Related Injury'.

\*Third Party related incident or injury applies to students, affiliates, guests visiting NAU campus, and employees not on work status attending a function after working hours.

Icy Conditions – If an employee slips and falls on the ice, use the Work Related Report of Injury to report the incident. The claim will be processed according to the information and all relevant details about the case. If you have any questions about when to use the Work Related Report of Injury vs the Third Party Report of Injury, please contact Human Resources.

## Who completes the Report of Injury (ROI)?

Employees who have access to LOUIE and have traditionally filled out the paper form of the Incident Injury Report should fill out the online version. Employees may still complete the paper form and obtain the injured person's signature for their department's records. There is a place to upload the paper form into the online ROI. The paper form cannot take the place of the new online reporting.

## Has the process to report an emergency incident or injury changed?

No. There is no change in the emergency process. If an individual has an incident or injury that is life or limb threatening, call 911. Submitting this form online should not take the place of calling 911 and should happen after the injured party receives emergency care.

## Can the ROI be viewed after it is submitted?

Yes. The employee who creates the ROI will be able to view the ROI through LOUIE Self Service

- Sign on to LOUIE
- Select Department Self Service
- Select Report of Injury Home Page
- Choose 'View a Report of Injury eForm'

## What if I have trouble completing the ROI for a Third Party related incident or injury?

- Detailed instructions on how to complete the Third Party related portion of the ROI is located at <http://nau.edu/Contracting-Purchasing-Services/Insurance-Claims-Services/Forms/Instructions-for-Completing-a-Third-Party-ROI/>.
- If you need additional assistance contact the Insurance and Claims Unit of Contracting and Purchasing Services at (928) 523-2009 or [NAU-PropLiability@nau.edu](mailto:NAU-PropLiability@nau.edu).