

Frequently Asked Questions About Completing the Online Report of Injury (ROI) for Work Related Injury or Illness

Where is the online ROI located

The ROI is in Louie under Department Self Service

- Sign on to **LOUIE**
- Select **Department Self Service**
- Select **Report of Injury Home Page**
- Create a **Report of Injury**

Who completes the ROI?

Employees are required to report all work related injuries to their supervisor as soon as possible. The supervisor should submit an online ROI within 24 hours of the injury. If the supervisor is unavailable then another benefit eligible employee should submit the ROI for the supervisor.

In addition, if any work related illness or injury results in an inpatient hospitalization of one or more employees the supervisor should notify human resources immediately.

IMPORTANT

Please be aware that certain types of injuries require an OSHA notification within 8 hours. Those injuries include the following:

- An amputation
- Loss of an eye
- In-patient hospitalization
- Death

Please contact Human resources at 928-523-2223 as soon as you aware of one of these types of injuries has occurred so that the OSHA notification can take place.

What is the employee required to do?

Employees are required to report all work related injuries to their supervisor as soon as possible. In addition, all injured employees **MUST** call the Employee Injury Call Center at 800-685-2877 where they will be connected with a Registered Nurse whom will evaluate the nature of the workplace illness or injury

Calls to the employee Injury call Center can be made 24 hours a day/7 days a week. The nurse from the call center will:

- Focus on early intervention and the needs of the employee to determine if immediate care is needed.
- Connect the employee with the appropriate level of care
- Schedule a referral for further intervention
- Follow-up with the employee on the next day to see how they are doing

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Has the process to report an emergency injury or illness changed?

No. There is no change in the emergency process. If an employee has a work-related illness or injury that is life or limb threatening the employee or supervisor will call 911.

Will the injured employee receive any notification that an ROI was submitted?

Yes, the injured employee will receive an email notification with a link that will allow them to view the information submitted on the ROI. The email will also ask the employee to review the report and if they wish to provide their own statement of the occurrence to send a written statement to Hr.workerscomp@nau.edu.

Can the ROI be viewed after it is submitted?

Yes the employee who creates the ROI will be able to view the RIO through Louie under Self Service

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

What if I have trouble completing the ROI

Detailed instructions on how to complete the ROI are located at <https://nau.edu/Human-Resources/Benefits/Vacation-Leave/Report-of-Injury/>. If you need additional assistance contact Human Resources at 928-523-2223 or hr.workerscomp@nau.edu.