How to Report an Employee’s Injury online

Accessing the Electronic Employee First Report of Injury Form


2. Click on the Employee First Report of Injury link located in the related links section of this workers compensation website.

3. Log in using your Yale Net ID and Password, then click Login.

   If so, click Yes.

5. Ensure that you have the minimum information listed in step 1, write down the FutureComp Username and Password listed in step 2, then click on the FutureComp Online link in step 3.

6. Log in using the FutureComp Username and Password, then click Login.
7. Click the **Next to Employer Details page** button as shown below to start the process for entering in a new Workers’ Compensation claim.

You are about to open a State Workers’ Compensation Act claim for **Yale University**.

You will need the following mandatory information in order to successfully open a new claim today. If you do not have the following information, you can Cancel and obtain the information and come back here to report the claim to us.

- Phone number of employer representative we can use to obtain more information about the injured worker and the accident details.
- Location of where and when the accident happened and when the employee first became aware of the accident.
- The Yale ID number (an employee’s CID tag) of the injured employee, as well as his/her full name, address, and a phone number.
- The type of injury or illness, causes, and result.

After entering the mandatory and as much optional details about the accident as you can, the system will generate and email to you (in PDF Format) a jurisdictionally acceptable first report of injury form. Please use the TAB button and not the ENTER button as you navigate through the fields.

Press “Cancel” now to abandon.
Press “Next to Employer Details page” to proceed with creating the first report of injury.

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8. Once on the Employer Details page it will prefill all applicable fields except for the Jurisdiction and Locations fields. You must select from the drop down menu is the Jurisdiction state. At the bottom of the page highlighted in blue select from the drop down menu the Location.

****Important you must TAB through the fields Don’t use the Enter key****

Click on the **Next to Employee/Wage Details page** button to proceed.
9. Once you enter in the Employee UPI Number, the fields will be fully populated with the employee information just click the Next to Occurrence/Treatment Details page button.

****Important you must TAB through the fields Don’t use the Enter key****

Click on a yellow question mark (?) button to view help on that data field.

An asterisk (*) indicates required information
10. On the Occurrence /Treatment Details enter in all required fields and click on the Next to Special Instructions page button. Enter the dates and times in the following formats:

****Important you must TAB through the fields Don’t use the Enter key****

Dates: 01/01/2001 or 01-01-2001 or 01012001 Times: 09:00 (select AM or PM)
Reporting a Workers Compensation Claim

Almost finished! Please tell us if you have any special instructions. These items are not shown on the first report of injury.

* designates required items

* Send first report of injury to: lisa.sudbury@yorksg.com
   Note: You may enter multiple email addresses separated by commas

Contact me first: 
   □ Check this box to alert the adjuster to contact you prior to any investigation.

Any message for the adjuster:

Place a message for the claims examiner here.

Would you like an investigator involved:

Based upon the information provided, a new indemnity claim will be opened momentarily. If you believe that this is an incorrect decision, change this decision now by selecting one of: [ ] No Change

This is your last chance, press "Cancel" now if you want to abandon this claim opening. Otherwise, press "Next to Completion page" to submit the claim and generate the first report of injury.

← Back to Occurrence/Treatment Details page  Cancel  Next to Completion page →
At this point, you have 2 choices:

Open another Claim, Log Out