

Title	Description
Policy Name:	Provider's Responsibility to Report an Injury
Policy Number:	BRM-2017-10
Code/Rule Reference:	OAC 4123-6-02.8
Effective Date:	10/01/2017
Origin:	Medical Policy
Supersedes:	All medical policies, directives, and memos regarding reporting an injury that predate the effective date of this policy.
History:	Revised 8/1/2017, Republished 4/1/2024
Review date:	04/01/2029

I. POLICY PURPOSE and GENERAL OVERVIEW

The purpose of this policy is to ensure that the Bureau of Workers' Compensation (BWC) provides clarification to the provider's responsibility for reporting an injury for Ohio's injured workers. Timely reporting of an injury is one of the most important responsibilities a provider has in the Health Partnership Program and the First Report of Injury form (FROI) is one of the most important documents in workers compensation as it is the first step in processing a claim and getting injured workers the treatment they need. The provider can file the FROI electronically to receive a claim number immediately.

Reporting an injury to the MCO within one (1) business day has a number of advantages including expediting the processing of the claim. Reducing or eliminating delays in the payment of injured worker compensation or payment of medical bills, which can happen if medical bills are received by an MCO prior to the claim being reported. Receiving timely billing and reimbursement instructions from the MCO and minimizing the possibility in delays of claim authorizations (e.g., for compensation awards, medical benefits, treatment authorizations, etc.).

Providers must utilize the International Classification of Diseases, Clinical Modification (ICD-CM) to report conditions.

II. APPLICABILITY

This policy is in direct support of Ohio Administrative Code [4123-6-02.8](#) and applies to all actions relevant to the reporting of an injury within the Ohio Workers' Compensation System.

III. DEFINITIONS

First Report of Injury (FROI) Form: Form submitted to BWC to report an injury immediately after it occurs.

IV. POLICY

A. Provider Responsibilities

1. By rule OAC 4123-6-02.8, the BWC certified provider must report the injured worker's injury to the responsible MCO within one (1) business day of the initial treatment or initial visit.
 - a. The provider may call the employee's MCO to report an injury, or
 - b. Complete and file the [First Report of an Injury, Occupational Disease or Death \(FROI\)](#) form online.
 - c. Furthermore, all BWC certified providers have signed a contract obligating them to adhere to all Ohio workers' compensation laws and rules.
 - d. Since Reporting injuries within one (1) working day is a legal and contractual requirement, non-compliance could result in actions such as loss of BWC certification, removal from an MCO's panel, or both.
2. BWC requires the provider to identify all applicable ICD(s) on the [FROI](#) application, treatment plans, and subsequent reports. All diagnosed conditions should be:
 - a. Determined by a qualified practitioner;
 - b. Be causally related to the occupational injury or illness; and
 - c. Updated as medical conditions in the claim change.
3. To facilitate claim authorizations, it is important to provide the MCO with accurate information including:
 - a. The exact International Classification of Diseases (ICD) code(s) for which the injured worker is being treated; and
 - b. An opinion of causal relationship between the reported diagnosis code(s) and the industrial accident.
 - c. Please visit the following BWC ICD reference pages to locate more detailed information about [ICDs for billing](#) and [ICDs for conditions](#).
4. Often, when injured workers first visit a provider or a facility for treatment, the provider is uncertain of the provider's MCO, which complicates reporting the injury.
 - a. However, injured workers usually know the name of the injured

worker's employer.

- b. Each state-fund employer either chose or is assigned an MCO, so this information is available from the employer or BWC.
- c. If the employer is unable to provide the name of the employer's MCO, this information can be accessed on the BWC website through the [MCO lookup feature](#). Please contact BWC at 1-800-OHIOBWC (1-800-644-6292), if the Internet is inaccessible.

B. Required Data Elements

- 1. Required data elements to file a [FROI](#) are located on the BWC website.
- 2. The MCO must collect required data about the injury and may contact the provider for additional information.
- 3. If the BWC provider number is submitted to the MCO, BWC shall send the provider who reported the injury or the provider of record a letter that provides the status of the claim and the allowed conditions.