

**Instructions for Submitting a Workers' Compensation
First Report of Injury or Illness (IC1A-1)**

If you are an insured employer:

Effective November 4, 2017, employers or a representative must submit the First Report of Injury (FROI) in electronic form in accordance with the IAIABC EDI Release 3.0 and the Commission's EDI Guides and Tables. Employers are required to notify their workers' compensation claims administrator for proper filing. It is no longer necessary to forward a paper copy to the Industrial Commission.

If you are an injured worker / injured worker's legal counsel / non-insured employer:

Individual injured workers, injured workers' legal counsel, and employers that are not insured are not required to comply with IAIABC EDI requirements for filing of the FROI. For these individuals, the following instructions apply:

1. The form should be filled out by the uninsured employer or a representative; however, the injured employee may fill out the form if necessary.
2. Fill out non-shaded areas as completely as possible.
3. Distribute copies of the completed form as follows:

- a. The original to:

Idaho Industrial Commission
PO Box 83720
Boise, ID 83720-0041

The .pdf can be emailed to the Commission; however, you must fill out the form, save it under a different name, and then send as an email attachment to frois@iic.idaho.gov.

- b. One copy retained for the employer's/employee's files.
4. The Idaho Industrial Commission will be happy to answer your questions or provide you with helpful brochures on Facts for Injured Workers and Guides for Employers. To obtain this service, please contact the Idaho Industrial Commission at (208) 334-6000; or you may access many of these brochures at www.iic.idaho.gov.