



Parsippany-Troy Hills Township Schools

INTEROFFICE MEMORANDUM

TO: All Parsippany-Troy Hills Board of Education Employees

FROM: Dr. Robert Sutter – Assistant Superintendent of Human Resources
Robin Tedesco – Business Administrator

RE: Workers' Compensation Claim Procedures

In the unfortunate event that you suffer a work-related injury, the following procedures have been established to ensure that you receive prompt, appropriate medical treatment. Your familiarity with these procedures may also be helpful to a fellow employee who may require your assistance.

Please make every effort to follow these procedures so that the payment of your claim is not delayed or jeopardized. This is of primary importance should your injury occur before or after normal business hours.

WORKERS' COMPENSATION TREATMENT AND CLAIM REPORTING PROCEDURES

EMPLOYEE'S RESPONSIBILITIES

- **Report and Request Assistance**

- 1) Immediately report the injury to your school nurse or building supervisor/principal. Request assistance as may be necessary. At that time, a call will be placed to **First MCO at 1-800-831-9531**. (24-hour, 7-days per week) to report the injury and complete the *First Report of Injury or Illness form*. You will be advised where to seek treatment.
- 2) Unless the injury is a medical emergency, complete the *Employee Accident Form*. It is important to **SIGN** and **DATE** the form. An injured employee must submit the *Employee Accident Form* to the school nurse or building supervisor/principal as soon as completed; this is an essential document that protects your claim for compensation services.
- 3) If the school nurse or building supervisor/principal is unavailable, (such as in the case of weekends, summer or after school hours), you are still required to contact **First MCO at 1-800-831-9531** to report the injury and fill out the *Employee Accident Form*.

- **Obtain Medical Treatment**

- 1) If the injury is a *severe emergency* requiring immediate medical attention (e.g. fracture, severe bleeding):
 - a. Request rescue squad assistance (911) or seek medical treatment at the nearest hospital emergency room.
 - b. All follow-up care must then be conducted at **FastER Urgent Care** or as instructed by First MCO. Re-check visits must be scheduled outside of the employee's work hours.
- 2) In *non-emergency* situations:
 - a. Seek on-site first aid, if required, from the school nurse.
 - b. For medical treatment beyond ordinary first aid, contact **First MCO**. You will be referred to: **FastER Urgent Care - 130 Speedwell Avenue, Morris Plains, NJ 07950** or another network physician or hospital.

- 3) In the event you *decline treatment* through Workers' Compensation for your injury:
 - a. You must still report your injury to **First MCO** and advise them you do not want to seek medical attention. If you feel you need treatment, please call First MCO for treatment authorization.
 - b. Fill out the *Employee Accident Form*
 - c. Fill out a *Declination of Treatment Form*. Be sure to **Sign** and **Date**.

- **Informing Your Building Supervisor**

- 1) Give your school nurse or building supervisor/principal a copy of your *Employee Accident Form*.
- 2) Have your building supervisor fill out the *Supervisor's Accident Investigation Report* as soon as possible. It is important that the supervisor **SIGN** and **DATE** the report.
- 3) Keep your school nurse or building supervisor/principal apprised of your claim status (e.g. provide a copy of your next medical appointment notice, any physical restrictions, or return to work date notice). All original documentation must be forwarded to the Board Of Education, attention – *Stella Gizas*.
- 4) Required Workers' Compensation Forms are available through your school nurse and a Workers' Compensation notice with phone number is posted in your school. Please check with your school nurse for forms.