

Evesham Township School District
Workers Compensation Employee Injury Procedures

REPORTING OF INJURIES AND MEDICAL TREATMENT

Any employee who is injured while at work must report the injury to his/her supervisor ***immediately***.

Daytime Reporting: (during regular school/work day hours) If an employee is injured, whether they need to seek medical treatment or not, the employee must:

1. Notify their immediate supervisor either (a) in person, (b) by telephone contact or (c) with the aid of a fellow employee (should the employee have an injury that hinders the employee's ability to contact their supervisor themselves).
2. See the building nurse for initial injury assessment and to complete required paperwork –this must be done for all injuries whether the employee is seeking medical treatment or not.

Evening Reporting: (after regular school/work hours) If an employee works hours beyond the school day hours and is injured, whether they need to seek medical treatment or not, the employee must:

1. Call one of the people listed below (starting with #1) to report the injury
2. Meet with the contacted person to have injury assessed and complete required workers comp paperwork – Paperwork must be complete for all injuries whether the employee is seeking medical treatment or not.

ANY AFTER HOURS INJURY REPORTING – CONTACT:

1. Joe Idell – 856-983-1800 x5505
2. Tom Donahue – 856-797-6840 x5501 or 609-417-0171 (cell)
3. Brandi DeCaro – 856-983-1800 x5124 or decarob@evesham.k12.nj.us

Non-Emergency Medical Treatment

- o The nurse will set up an appointment at a NJ Workers Comp approved provider for treatment.
- o Once the employee seeks treatment, he/she must report to Brandi DeCaro (x5124) regarding treatment, work status and all things related to worker's comp until released from care. Brandi DeCaro will handle all communication with the employee's supervisor.
- o Employees placed on modified duty cannot return to their normal position without Brandi making arrangements with their supervisor first. Once released from modified duty, an employee cannot return to work until Brandi has notified the employee's supervisor first.
- o Any and all referrals to specialists, therapists, or diagnostic testing will be done by the worker's comp physician.
- o If the worker's comp physician has released the employee to return to work and the employee does not come into work, it will be the responsibility of the employee to utilize a sick or personal day off. This will not be covered as a paid day off under worker's comp.

Emergency Medical Treatment

- o If there is an emergency situation, the employee will be taken or sent to the Emergency Room at Virtua Hospital (Marlton), 73 Brick Road, Marlton, New Jersey. At no point should the employee provide their personal health insurance information to the hospital.
- o Immediately following treatment, it is the employee's responsibility to contact Brandi DeCaro (x5124) to provide copies of their discharge paperwork. Brandi DeCaro would then schedule the employee for a required follow up appointment to see the worker's comp doctor within 48 hours.
- o Once the employee seeks treatment, he/she must report to Brandi DeCaro regarding treatment, work status and all things related to worker's comp until released from care. Brandi DeCaro (x5124) will handle all communication with the employee's supervisor.
- o Employees placed on modified duty cannot return to their normal position without Brandi making arrangements with their supervisor first. Once released from modified duty, an employee cannot return to work until Brandi has notified the employee's supervisor first.

FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN A DENIAL OF CLAIMS AND LIABILITY FOR MEDICAL COVERAGE AND COULD RESULT IN USE OF EMPLOYEE PERSONAL OR SICK TIME.

By signing this form the employee acknowledges receipt of a copy of this statement and agrees to adhere to the policies within.

Signature: _____

Date: _____