

REGULATION

UNION COUNTY
EDUCATIONAL
SERVICES COMMISSION
SUPPORT STAFF MEMBERS

R 4425/Page 1 of 1
Insurance/Worker's Compensation
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R 4425 INSURANCE/WORKERS' COMPENSATION

The health and welfare of all employees in the Union County Educational Services Commission is of primary concern. Accordingly, the Commission endeavors to maintain a safe work environment. However, in those instances when a work-related injury occurs, the following procedure is required to be carried out to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 34:15-1 et seq.

- Injured employee notifies administrator/supervisor and ~~personnel assistant~~ **Executive Secretary for Personnel**.
- Injured employee will call the managed care organization and report the injury regardless of the time of day (seven days a week, twenty-four hours a day).
- In case of life threatening emergency, the employee should go to, or may be referred to (nearest hospital) and then call the managed care organization as soon as medically appropriate.
- The managed care organization will initiate the first treatment step by directing the injured employee to the appropriate provider.
- Injured employee will complete the employee's portion of the School Related Accident Investigation for and will have the form completed by their supervisor.
- School Related Accident Investigation form will be sent to the ~~personnel assistant~~ **Executive Secretary for Personnel** within twenty-four hours of the occurrence or sooner as time permits.
- The ~~personnel assistant~~ **Executive Secretary for Personnel** will receive a medical report.
- The managed care organization, in consultation with the medical provider, will determine return to work dates, and, in consultation with the Commission, determine alternate/transitional duty positions/activities when appropriate.

Employees are advised not to go to their private physician or health care provider. The managed care organization must first approve all medical care. If services are rendered without the approval of the managed care organization, the employee may be responsible for paying the bill and jeopardize workers' compensation benefits.

Adopted: 2 September 1998
Revised: