



Reporting a Work-Related Injury for Staff Members

If you are injured while on the job or on school property, **you must report the injury immediately** to your immediate supervisor and/or your school nurse for evaluation, first aid, and completion of an accident report.

All employees who sustain a work-related injury should be advised to seek medical treatment beyond basic evaluation or first aid, when appropriate. Employees should seek treatment from an **approved medical provider**. Please refer to the attached list of approved providers or direct employees to the [Manville School District website and visit the Workers' Compensation page under the Human Resources tab](#).

When visiting an approved medical provider, employees must provide the following information:

- Managed Care Provider: **Medlogix**
- Employer: **Manville School District**
- Injury is **work-related**

Copies of all doctors' notes, medical bills, and related documentation must be forwarded to Audra Burns, Human Resources Manager.

Regardless of the severity of the injury or whether it is for reporting purposes only, the Workers' Compensation Accident Report must be completed and emailed to: FROI@medilogix.com and Audra Burns, Human Resources, aburns@manvilleschools.org.

NOTICE TO EMPLOYEES

Manville School District has provided for the payment of benefits under the Workers' Compensation Act of this state by insuring with: Diploma JIF

IN THE CASE OF AN INJURY

Any employee who is injured while at work MUST report immediately to the appropriate school Nurse as well as his/her Principal/Supervisor followed by medical attention, in accordance with the provisions of the "Workers' Compensation Law", at one of the following approved providers:

Occupational Medicine

RWJPE Urgent Med
141 Main St
Suite 1
South Bound Brook, NJ 08880
732-560-1234

Occupational Medicine

Concentra Medical Ctrs / Occup Hlth Ctrs
/ US Medgroup (NJ)
350 Grove Rte 22 E
Bridgewater, NJ 08807
908-231-0777

Occupational Medicine

Concentra Medical Ctrs/Occup Hlth Ctrs
/ US Medgroup (NJ) (NJ)
370 Campus Dr
Somerset, NJ 08873
732-748-1900

Occupational Medicine

Health Medical Associates
1080 Stelton Rd
1st Fl, Ste 202
Piscataway, NJ 08854
732-985-2552

Urgent Care

City MD Urgent Care
(Summit Medical Group)
503 Rte 202 N
Raritan, NJ 08869
908-557-9802

Urgent Care

AFC Urgent Care
601 W Union Ave
Bound Brook, NJ 08805
732-469-3627

Urgent Care

Access Medical Associates
3322 Rte 22 W
Branchburg, NJ 08876
908-704-0100

Urgent Care

Centre! Jersey Urgent Care
84 Veronica Ave
Somerset, NJ 08873
732-992-6700

Hospital

RWJ University Hospital (Somerset)
110 Rehill Ave
Somerville, NJ 08876
908-685-2200

Hospital

RWJ University Hospital
1 Robert Wood Johnson Pl
New Brunswick, NJ 08901
732-828-3000

Hospital

JFK University Medical Center
65 James St
Edison, NJ 08820
732-321-7000