



WORK RELATED INJURIES

When An Employee Is Injured At Work:

- All injuries must be reported to a Supervisor, School Nurse, and Amy Nemeth at 609-631-2102 **within 24 hours**.
- During the school year, staff injuries should be evaluated by the School Nurse first.
- During the summer, staff injuries should be evaluated by the School Nurse when possible or a building administrator when a School Nurse is not in session.
- If necessary, emergency services should be notified (only when it is a **true** emergency).
- The School Nurse will contact RWJ/Barnabas Occupational Health for an appointment, if necessary.
- The staff member or School Nurse should complete the First Report of Accident (FAR) form located on our website under "Staff Links".
- All medical paperwork should be **emailed** to Amy Nemeth at (anemeth@mcsssd.us) or **hand-delivered** to the Administrative Offices on the 2nd floor of Mercer Elementary School, Suite 409, Room 411.
- Exam results, patient visit summary and modified duty/out-of-work status notes will be sent to Amy Nemeth.
- Amy Nemeth will review the patient visit summary with Administration, and along with the assistance of the building Principal/Administrator, determine if modified duty can be accommodated (when recommended).
- Your school Principal's Secretary will enter your Worker's Compensation absence in Absence Management.
- Follow-up appointments and/or therapy should be scheduled **before or after normal work hours. If an appointment is only available during work hours, you will only be allowed a half day to go to the appointment. An appointment confirmation is required indicating the date and time of the appointment.**



After Hours Claims:
609-653-8400 or 800-367-0138