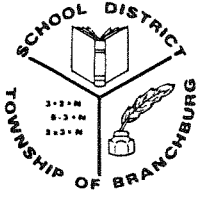


BRANCBURG TOWNSHIP SCHOOL DISTRICT

240 Baird Road · Branchburg, NJ 08876-3727 · Fax: (908) 526-6144



Walter A. Oberwanowicz
Director of Student Services/
Acting Superintendent of Schools

(908) 722-2408

Nancy Lee Hunter
Business Administrator/Board Secretary

(908) 722-3335

TO: All Staff Members
FROM: Nancy Lee Hunter
DATE: August 2005
RE: Workers' Compensation Procedures

New Jersey School Boards Association Insurance Group, the workers' compensation insurance carrier for the Branchburg School District, has issued the following accident reporting guidelines. QualCare, Inc. is the provider of managed care services. QualCare posters with basic reporting instructions should be prominently displayed at each school.

If you are injured and require non-emergency medical treatment, please see your supervisor or school nurse and together place a call to QualCare at (800) 425-3222. A QualCare representative will obtain all the necessary information and coordinate your treatment. Do not go to your own private doctor.

In case of an emergency, you should go directly to an emergency room for treatment. If follow up care is necessary, you should call QualCare.

If you obtain medical treatment without first contacting QualCare, and no other treatment is required, it is not necessary to call QualCare. Contact your school nurse who has a form that must be completed and faxed to NJSBAIG at (609) 386-8877. This is necessary for accident reporting purposes and to facilitate payment of the medical bill.

If you are injured and require only first aid provided by a school nurse, it is not necessary to report the matter to QualCare or NJSBAIG. However, an internal report must be kept on file.

If there is a fatal injury or in-patient hospitalization of three or more workers, it is necessary to report the matter to the Department of Labor both orally and by fax within eight hours of the occurrence. The hotline number is (800) 624-1644 and the fax hotline is (609) 292-4409.

Please let me know if you have any questions.