



# **BRANCHBURG TOWNSHIP SCHOOL DISTRICT**

*"Excellence in Education"*

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## **WORKERS' COMPENSATION PROCEDURES**

New Jersey Schools Insurance Group, the workers' compensation carrier for the Branchburg Township School District, has issued the following accident reporting guidelines. Qual-Lynx is the provider of managed care services.

If an employee is injured and requires non-emergent medical treatment, please see your school nurse or supervisor and together place a call to Qual-Lynx at 1-800-425-3222. A Qual-Lynx representative will obtain all the necessary information and coordinate treatment. Do not go to your own private doctor.

In case of emergency, the employee should go directly to an emergency room for treatment, and follow up with Qual-Lynx by telephone as soon as practical.

If an employee is injured but requires no treatment (other than first aid provided by a school nurse), it is not necessary to report the matter to Qual-Lynx, NJSIG or the Division of Workers' Compensation. In these cases, the school nurse will simply keep an internal record of the incident.

If an employee suffers fatal injuries or there is in-patient hospitalization of three or more workers, the district must directly report the matter to the Department of Labor both orally and by fax within 8 hours of the occurrence. The hotline number is 1-800-624-1644, fax hotline 609-292-3749.