Reporting-Work Related Injuries

EMERGENCY

Call 4444 for any serious injury (head trauma, eye trauma or severe laceration) and have patient taken immediately to the Emergency Room. Stay with the injured party until Emergency personnel arrive.

- Give your name and your location: RCGC, 1400 Tanyard Rd., Sewell (building name, room #).
- Give status of injured—type of injury, alert and talking, breathing OK, bleeding controlled, etc.
- When injured is stable and under the care of medical personnel, follow steps below.

POST-EMERGENCY/NON-EMERGENCY

- Report all injuries to a supervisor and notify Human Resources (ext. 2111, 2112 or 2113).
- The First Report of Injury form must be completed as soon as practical, but within 24 hours.
  - “Report of Injury” form is located on the Portal under the Human Resources and Payroll link on the Administration tab.
  - Click on the link for Work Related Injuries.
  - You will never “get in trouble” for reporting an injury in good faith.
- If the injury occurs after hours,
  - Notify the supervisor and
  - Email jkuhar@rcgc.edu or call Joan Kuhar (W) 415.2111 or (C) (609) 364-4780
  - email mloglisci@rcgc.edu or call Marlene Loglisci (W) 415.2112 or (C) (856) 431-0293
  - email mcarlton@rcgc.edu or call (W) 415-2113

TREATMENT FACILITIES (scheduling for appointments MUST be done through Human Resources):

- 8 am-8 pm Monday through Sunday - Inspira Urgent Care Centers
  - Glassboro, 200 Rowan Blvd. 856-582-1500
  - Sewell, 660 Woodbury-Glassboro Rd., Ste. 26 856-415-6188
  - Mullica Hill, 201 Tomlin Station Rd., Ste. B 856-241-2500
  - Vineland, 1297 W. Landis Ave. 856-507-8548
  - Woolwich Twp., 101 Lexington Rd., Ste. 530 856-542-1300

- 8 am-8 pm - 7 days/week (exc. 8-4 Christmas Eve and closed Thanksgiving and Christmas)
  - MedExpress Urgent Care – this is NOT an emergency room
    875 Mantua Pike, Suite 8 (Route 45)
    Woodbury, NJ 08096
    (856) 384-5949

  MedExpress is at the front of the Southwood Shopping Center.
What If I Am Injured at Work?

Workers Compensation (WC) Insurance benefits all employees who are injured or suffer an illness that is directly related to their work. WC insurance not only covers authorized treatment associated with your work-related injury or illness, it also pays compensation benefits in lieu of wages, based on current State of New Jersey Workers Compensation rates, when you are medically restricted from working more than seven (7) days. Inservco is the third party administrator who approves treatment and compensation throughout your claim.

Safety awareness and working safely are the best ways to prevent injury. When you are injured at work, we ensure that you receive proper treatment and care. You will be treated by a medical provider within our WC network. **If you seek non-emergency treatment from a medical provider not in our WC network and without authorization, you could have out-of-pocket medical expenses not reimbursable by our WC insurance.**

It is your obligation to inform your supervisor as soon as you are injured, even if the injury does not require immediate medical treatment. You will be asked to complete a First Report of Injury at the time you report your injury. If you later seek medical treatment, we will have a documented record of your reporting the incident at the time it happened.

If you require or seek medical treatment, Human Resources (HR) will make an appointment for you with our WC network provider. You are responsible for making follow-up appointments. Appointments may be scheduled during your regular work schedule; however, you must report for work before and/or following appointments in order to be compensated for your full regular schedule. You are also responsible for keeping all scheduled appointments, informing your supervisor as to the status of your return to work or any restrictions imposed, and informing HR, in advance, when you must reschedule.

If you are able to return to work with restrictions, often referred to as “light duty,” it is the joint responsibility of you and your supervisor to ensure that you perform work within your restrictions only. If you are asked to perform work outside your restrictions, it is your responsibility to remind the requestor of your restrictions. It is also your obligation to inform your supervisor of your status immediately following all doctor’s appointments, treatments and physical therapy. Keep in mind that these restrictions carry over into your activities away from work as well.

- If you are under medical care for a work-related injury and are medically authorized to work (with or without restrictions), you must have medical authorization to call off from work related to the injury. If you must call off from work for reasons other than your work-related injury, you must specify this when you call off; e.g., *cold or flu.*
- If you are medically authorized to be out of work for more than seven (7) days, you will be entitled to collect workers compensation benefits. You may be visited by the Gloucester County Insurance Commission to answer any questions you may have about the status of your claim or your treatment. Please be aware that Inservco, our third party administrator for our WC insurance benefits, may authorize surveillance of your activities while your claim is active.
- Our workers compensation provider network includes a network of specialists and you will be referred to a specialist when appropriate.