



Pleasantville Public Schools

March 10, 2009

Please be advised. Below you will find the necessary procedures for reporting all work related employee injuries during work hours.

1. You **Must See The Nurse** at the location or a site nearest to you. If a Nurse is not on duty contact Mrs. Holcomb at 383-6800 ex: 2525 to report your incident and go to **Atlanticare Occupational Medicine at 1401 Atlantic Avenue, Suite 2200 Atlantic City, NJ 08401 or 2500 English Creek Bldg. 900, Suite 908 and 909 Egg Harbor Township, NJ 08234 in addition to contacting QualCare.**
In the event of an extreme emergency call 911 if no other healthcare professional is available and AtlantiCare will provide follow-up care. In any case you must see the School Nurse immediately following the incident and your supervisor must be notified by you.
2. The nurse will complete an incident report and provide all pertinent information for contacting QualCare. Where necessary you may also contact Mrs. Holcomb by mail, phone or fax. (**QualCare + Toll Free Work Injury Report Line 1-800-425-3222**)
3. **QualCare** will coordinate the necessary care and provide instruction on authorized care facilities and provide you with information regarding appointments. An Adjustor will be assigned to your case and any care following the initial appointment will be coordinated by this individual.
4. **Never** give your personal health insurance information for workers compensation claims **they will not be honored.**
5. Any bills received must be submitted to your assigned adjustor with NJSBAIG for payment.

If further information or clarification is needed, contact the Benefits Department.

