



## WORKERS' COMPENSATION REPORTING PROCEDURES

1. All accidents must be reported **immediately** to an employee's supervisor **and** the school nurse. *(or designated staff member)*
2. The school nurse *(or designated person)* will contact First MCO via the 800 number (800) 831-9531 to report the injury. First MCO's toll-free number, for the reporting of injuries, is available 24 hours, seven days per week.
3. A First MCO specialist will gather all information required by the State during your call, such as: Name, address, telephone number, date of birth, Social Security Number, how the incident occurred, what the injuries are, date hired, hours worked and salary.
4. First MCO **will direct** the injured employee to a medical facility.
  - Should the injury be life-threatening they should report to the nearest hospital emergency room. **Following treatment** in the Emergency Room the employee will need to call the school nurse *(or designated staff member)* so the report of injury can be made with First MCO and further care will be directed.
  - In all cases, First MCO will manage the injured employee's care, referring them and making their appointments when necessary with specialists as well as following up to monitor the improvement of their medical condition.
5. First Report of Injury is sent electronically to Inservco by First MCO. Inservco sets up the claim and assigns a Claim Number which is emailed automatically to the Board of Education's contact.
6. The following (2) two forms must be completed and sent to the *(school nurse or designated person at the Board of Education)*:
  1. **EMPLOYEE ACCIDENT FORM** – injured person should complete this form and sign (sample attached)
  2. **SUPERVISOR'S ACCIDENT INVESTIGATION REPORT** – completed by immediate supervisor (sample attached)
  3. **Witness Form** – completed by the witness of the accident

Once the forms are completed, the designated person puts the **claim number** on each form and sends them to Inservco by fax (866) 334-1348 or email to [insvnj@pnat.com](mailto:insvnj@pnat.com). All NESBIG Claim Numbers start with **106**.

These (2) forms are **extremely important** to the WC Claim Process, especially when an injury becomes suspicious.

7. If you have additional information or a suspicious claim, please call your Inservco Adjuster to report this. The Adjuster assigned will be one of two people:
  - Shanell Booker (800) 334-1348 ex. 5547 [sbooker@pnat.com](mailto:sbooker@pnat.com)
  - Kathleen Rizzo – (800) 334-1348 ex. 5570 [krizzo@pnat.com](mailto:krizzo@pnat.com)
8. Strict adherence to the above procedures will facilitate processing of all Workers' Compensation Claims or possible claims timely.
9. Final determination of benefits shall be determined by INSERVCO and not the Board of Education.