

SOMERSET COUNTY JOINT INSURANCE FUND

Procedure for Reporting Work –Related Injuries

When an employee gets injured on the job:

1. Injured employee reports injury to supervisor and then immediately notifies Qual-Lynx by calling 1-800-425-3222 to speak with a Qual-Lynx Intake Coordinator. This pertains to all shifts.
 - In case of an emergency, the employee should go to the nearest hospital and then notify Qual-Lynx as soon as medically possible.
 - Qual-Lynx is available 24/7. If after hours (after 6pm and weekends) follow prompts to speak with “On Call Nurse”, leave a message, and expect a return call within 10-15 minutes.
2. The Qual-Lynx Intake Unit captures the first accident report information and communicates it to the Qual-Lynx Claims Department. If a compensability decision is required, the Nurse Case Manager will contact Qual-Lynx Claims Department for a decision.
3. The Nurse Case Manager will direct the employee to an appropriate provider and the Intake Unit will make the necessary appointments.
4. The employer should immediately complete the FROI (First Report of Injury) and forward it to Qual-Lynx. The injured employee must complete the Employee Accident Form and submit to supervisor, or to Qual-Lynx.
5. The injured employee will provide the employer with written documentation from the treating doctors regarding medical status and availability for work.
6. Nurse Case Manager will supply medical status and availability for work information to Qual-Lynx Claims Department and the employer contact person.
7. The nurse case manager will call the employer’s designated contact person to discuss alternate duty positions when appropriate.
8. Should the employer or the employee receive any medical bills associated with a work-related injury Qual-Lynx is managing, please forward them to Qual-Lynx. They will review the bills for repricing and issuance of checks.