

**SOMERSET COUNTY JOINT INSURANCE FUND
NOTIFICATION PROCEDURES FOR REPORTING WORKERS COMPENSATION**

INJURED EMPLOYEE	SUPERVISOR	EMERGENCY PROCEDURES	FATALITIES, HOSPITALIZATIONS, AMPUTATIONS, & LOSS OF AN EYE									
<p>1. Notify Supervisor.</p> <p>2. Call QUAL-LYNX 1-800-425-3222. Speak with Intake Nurse and report incident. Follow instructions given by Intake Nurse.</p> <p><u>Exception:</u> Emergency - If Employee suffers acute condition, call 9-1-1 or Rescue Squad for medical care at RWJ/Somerset Hospital, Hunterdon Medical Center or closest Emergency Room.</p> <p>QUAL-LYNX 1-800-425-3222 Hours: You may call this number 24/7. If the office is closed (after 6pm and weekends) follow prompts to speak with "On Call Nurse", leave a message, and you'll receive a return call within 10-15 minutes.</p>	<p>1. Make sure Employee calls QUAL-LYNX and follows their directions. If the Employee cannot call, the Supervisor must assume this responsibility.</p>	<p>1. Injured Employee provided medical care at nearest Hospital Emergency Room.</p> <p>2. 9-1-1 or Rescue Squad must be called if an Employee suffers acute conditions. By way of example, but not limited to:</p> <ul style="list-style-type: none"> Chest pain Difficulty breathing Closed head injury and/or any head injury that includes dizziness, nausea or vomiting, loss of consciousness and/or blurred vision Allergic reactions which involve any unusual swelling or rash, tingling in extremities, dizziness or shortness of breath Profuse, uncontrolled bleeding <p>DO NOT ATTEMPT TO TRANSPORT EMPLOYEES WITH THESE SYMPTOMS.</p>	<p>1. Work related in-patient hospitalizations, amputations or loss of an eye, call the NJ DEPARTMENT OF LABOR @ 1-800-624-1644 within 24 hours and notify HUMAN RESOURCES.</p>									
<p>US HealthWorks</p> <table border="0"> <tr> <td>Bridgewater</td> <td>S. Plainfield</td> <td>Edison</td> </tr> <tr> <td>M-F 8-8 Sat 9-3</td> <td>M-F 8-5</td> <td>M-F 8-5</td> </tr> <tr> <td>908.231.0777</td> <td>908.757.1424</td> <td>732.225.5454</td> </tr> </table> <p>Somerset M-F 8-4:30 732.748.1900</p> <p>Parsippany M-F 8-8 Sat 8-5/Sun 9-2 973.882.0444</p> <p>***Concentra provides transportation for SCJIF to Concentra locations only. Advise QUAL-LYNX if you would like transportation coordinated***</p>	Bridgewater	S. Plainfield	Edison	M-F 8-8 Sat 9-3	M-F 8-5	M-F 8-5	908.231.0777	908.757.1424	732.225.5454	<p>2. Fill out Supervisor's Report and forward to Human Resources Department.</p>	<p>3. Supervisor notifies QUAL-LYNX of the Emergency.</p>	<p>2. If an Employee dies as a result of a work related injury call the NJ DEPARTMENT OF LABOR @ 1-800-624-1644 within 8 hours and notify HUMAN RESOURCES.</p>
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M-F 8-8 Sat 9-3	M-F 8-5	M-F 8-5										
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<p>3. Fill out Employee Report and forward to Human Resources.</p>	<p>3. Call Human Resources to report accident.</p>	<p>3. Employee notifies QUAL-LYNX of the Emergency.</p>	<p>3. FAILURE TO NOTIFY THE NJ DEPARTMENT OF LABOR WITHIN THE REQUIRED TIME WILL RESULT IN A FINE AND PENALTY FOR THE ENTITY.</p>									
<p>4. Employee MUST call QUAL-LYNX on the next business day to advise they have been seen at US HealthWorks, Concentra, etc., or RWJ/Somerset, or Hunterdon Medical Center.</p>	<p>4. All FROI documents, along with appropriate Job Description for injured Employee to QUAL-LYNX.</p>	<p>4. Employee reports back to Supervisor and follows procedures as indicated in previous columns.</p>										

ALL NECESSARY PAPERWORK REGARDING WORK RELATED INJURIES MUST BE COMPLETED AND SUBMITTED TO HUMAN RESOURCES WITHIN 48 HOURS OF AN ACCIDENT, WITH EXCEPTION OF A WORK RELATED FATALITY WHICH MUST BE REPORTED WITHIN 8 HOURS. ANY WORK RELATED IN-HOSPITAL ADMISSIONS, AMPUTATIONS, OR LOSSES OF THE EYE, MUST BE REPORTED WITHIN 24 HOURS.