



# Public Schools of Plainfield New Jersey

## PAYROLL OFFICE

1200 Myrtle Avenue  
Plainfield, NJ 07063  
(908) 731-4322 Fax: (908) 731-4385  
[payroll@plainfield.k12.nj.us](mailto:payroll@plainfield.k12.nj.us)

### WORKERS' COMPENSATION – REPORTING OF INJURY PROCEDURES

- All injuries should **immediately** be reported to the School Nurse and/or Administrator/Principal. In the event the employee does not wish to seek medical attention at the time of the occurrence of the injury, Workers' Compensation **may not** cover the claim. If the employee is injured and **absolutely** refuses medical attention, the employee must complete the following forms and forward to the Workers' Compensation Office.
  - Workers' Compensation Employee Statement
  - Supervisor's Report of Accident
  - Workers' Compensation Occurrence Form
- The School Nurse and/or Administrator should contact Ms. Hardy @ ext. 4325 **immediately** to report the incident/accident prior to advising the employee to seek medical attention. Once Ms. Hardy has been contacted, the employee should be given the **Workers' Compensation Packet and Authorization Form** and should report to **CONCENTRA , 116 Corporate Blvd, Ste E, South Plainfield, NJ 07080**
- All injured employees (should they seek medical attention) must **be examined at CONCENTRA** for all work-related injuries. If an employee seeks medical attention on their own and does not report to CONCENTRA, all medical bills and related services WILL NOT be covered by workers' compensation.
- If an employee is recommended to be seen by a specialist, the physician at CONCENTRA will issue a referral and D&H will set up an appointment.
- An employee can only be placed "out of work" by CONCENTRA authorized workers' compensation physicians. If an employee is placed "out of work" by a non-authorized worker' compensation physician, the time out of work will not be covered by workers' compensation. The employee will be required to use any days they have allotted.
- All injured employees must complete the following forms **within 48 hours** after visiting CONCENTRA:
  - Workers' Compensation Employee Statement
  - Supervisor's Report of Accident
  - Workers' Compensation Claimant Authorization to Release Information
- All documentation must be submitted prior to authorization of follow-up treatment, reimbursement of out of pocket expenses or absences changed to injury on duty.
- Physical Therapy - should an employee require physical therapy; appointments should be made before or after the workday. If is not possible, the employee should make every effort to schedule their appointments towards the beginning or end of the workday.
- All medical documentation for workers' compensation claims should be submitted to Ms. Hardy.  
[whardy@plainfield.k12.nj.us](mailto:whardy@plainfield.k12.nj.us)