



Jefferson Township Public Schools

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Superintendent

Jeanne Howe

Business Administrator

Rita Oroho Giacchi

Benefits Coordinator

Manal Fouad

TO: District Staff

FROM: Rita Oroho Giacchi, Business Administrator 

RE: Work-Related Injuries Contact: First MCO 1-800-831-9531

DATE: January 13, 2020

In the event of an injury, please follow the procedures listed below:

- For an emergency or injury threatening life or limb, you should call 911 for assistance then call First MCO.
- The injured employee must report his/her injury to his/her supervisor IMMEDIATELY.
- On the day of the injury, the school nurse will call First MCO. While on the telephone, First MCO will speak with the injured employee to conduct a preliminary intake and make an appointment with the emergency care provider or the occupational health provider.
 - In the event that the school nurse is not present, please call **First MCO** directly at **1-800-831-9531**.
- **First MCO is the only authorized referral company** and is the only one who can authorize a specialist to treat an injured employee for a work related injury. You **MUST** be referred for treatment by First MCO to ensure appropriate coverage of treatments costs and lost work time.
- In case of an emergency, or when First MCO cannot be reached, a local hospital may be used to treat an injury. Subsequently, First MCO must be contacted for authorization of the treatment plan.
- **All injuries must be reported to First MCO regardless of whether treatment is denied, delayed or not required.**
- The following forms must be completed, signed and forwarded to the Business Office within 48 hours of the event.
 - Supervisor must complete the SUPERVISOR'S ACCIDENT REPORT.
 - The Nurse must complete REPORT OF ACCIDENTAL INJURY.
 - Injured employee must complete EMPLOYEE ACCIDENT FORM & THE NOTICE FORM.
- No absence will be recorded as workers' comp time unless authorized by First MCO. Only the HR department is authorized to apply the workers' compensation absence code to an absence.
- **Upon release to work, all follow up appointments should be scheduled outside of working hours.**

