

SETON HALL UNIVERSITY WORKERS' COMPENSATION PROCEDURES FOR EMPLOYEES

HOW DO YOU REPORT A WORK-RELATED INJURY/ILLNESS?

- Call the Department of Human Resources at (973) 761-9177 immediately

IF INCIDENT OCCURS DURING NORMAL WORK HOURS

(8:45 a.m. to 4:45 p.m., Monday to Friday)

- Immediately notify your supervisor of the injury or illness
- Immediately call the Department of Human Resources at (973) 761-9177 to report details of incident
- Referral for initial medical treatment will be authorized by the Department of Human Resources

IF INCIDENT OCCURS ON WEEKENDS OR OFF HOURS

- Contact Security for assistance, if necessary
- Report incident to the Department of Human Resources on the first workday following the incident

IF IT'S A MEDICAL EMERGENCY

- Seek treatment at the nearest emergency room - Saint Barnabas Medical Center - Livingston, Saint Michael's Medical Center or UMDNJ - Newark
- After your visit to the emergency room, report the incident to the Department of Human Resources at (973) 761-9177 as soon as possible

WHO MANAGES THE MEDICAL TREATMENT?

Our workers' compensation carrier, Travelers Insurance Company, is responsible for directing you to the appropriate medical provider.

Advise the medical provider that all bills should be sent directly to our workers compensation carrier for payment.

Travelers Indemnity Company
PO Box 1900
Morristown, NJ 07962-1900

Include your workers compensation claim number, date of injury, and policy number, **2315R926** on all bills.

HOW DO YOU GET PAID FOR LOST TIME?

- Your authorized time out should be reported on your time sheet as "Sick" for the first seven (7) calendar days; "Workers Comp" thereafter
- Income replacement benefits are provided by Travelers for authorized absences beyond seven (7) calendar days
- Keep your supervisor and the Department of Human Resource informed of your status and/or your treatment plan to ensure proper continuation of compensation

HOW DO YOU RETURN TO WORK?

- Contact your supervisor to advise of your return to work date
- Supply a copy of medical release note to the Department of Human Resources on your first day back to work