

Glassboro Public Schools

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Chief Academic Officer



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Business Administrator

Dr. Mark J. Silverstein, MBA, Superintendent of Schools

TO: All Employees
FROM: Lisa Ridgway
DATE: 2022 – 2023 School Year
SUBJECT: WORKER'S COMPENSATION PROCEDURES

IMPORTANT NOTICE – PLEASE READ

If at any time you are injured on the job, please report your injuries to the **nurse in your building (if available), if not, report to your principal/supervisor on the day of the injury** – even through you might not think that you need a doctor. The nurse/supervisor will complete an incident report and if medical attention is necessary, she/he will contact **Qual-Lynx** to schedule an appointment with one of the Workers' Compensation facilities.

If a nurse/principal/supervisor is not available (e.g., after school hours) please inform another employee of your accident. If medical attention is needed due to a **work-related injury**, please call **Qual-Lynx @ 1-800-425-3222 and report the injury**. Please remember to report the incident the next business day to the school nurse/supervisor in your building so that an incident report can be filed.

Workers' Compensation Facilities:

For Initial Evaluations & Treatment:

American Workcare, PC	1125 North Delsea Drive Glassboro NJ 08028	856-218-7600
Life Care Medical Center	601 North Main Street Glassboro NJ 08028	856-881-0889
Inspira Medical Group	200 Rowan Boulevard Glassboro NJ 08028	856-582-0500

Hospitals:

Inspira Medical Center Woodbury	509 North Broad Street Woodbury NJ 08096	856-845-0100
Inspira Medical Center Elmer	501 West Front Street Elmer NJ 08318	856-363-1000
Virtua – Berlin	100 Townsend Avenue Berlin NJ 08009	856-322-3000

- **Seek no medical treatment at these facilities until you get approval from Qual-Lynx.**
- **If your situation is a medical emergency, dial 911 or go to nearest hospital.**

When medical attention is necessary, please **do not** use your private insurance. **It is unlawful to use your private insurance when an injury is sustained at work.**

Mitchell ScriptAdvisor

If medication is needed due to Workers' Compensation injury, Qual-Lynx will direct the injured employees to the pharmacy affiliated with Mitchell Script Advisors. **To reach your Jordan Reses Pharmacy, call 866-846-9279.** Jordan Reses pharmacy **only covers Worker's Comp claims.**