**WORKERS COMPENSATION NOTICE**

**CCM Employee Work Related Accident, Injuries or Illnesses**

**Employees**

1. Report work related accidents, injuries or illnesses **immediately** to your supervisor or designee, **even if you do not need medical attention at that time.**
2. Report to Public Safety (x-5550).
3. Complete a “Morris County Worker’s Compensation Report of Injury Form” with your supervisor. The form is available from Health Services, Public Safety or Human Resources.
4. Public Safety must notify PMA by calling Qual Lynx at **1-800-425-3222** with the employee to initiate approval of a medical care provider (e.g. Fast ER Urgent Care in Morris Plains, NJ). **NOTE: Fees for personal physicians will NOT be covered by Workers Compensation insurance.**
5. After your visit to the CCM approved medical facility, update your supervisor and Human Resources regularly regarding your return-to-work status.
6. Provide copies of all medical notes and invoices to **Human Resources** in HH106.
7. Any recurrence of a job-related injury or illness must be immediately reported as stated in items 1 and 2 above.

**Supervisors**

1. Refer any employee with a job-related accident, injury or illness to Public Safety (x-5550).
2. Complete and sign the supervisor sections of the “Morris County Worker’s Compensation Report of Injury” form started by the employee, and forward the report to **Human Resources** in HH106.

The full text of CCM’s “Employee Work Related Accidents, Injuries and Illnesses Reporting Requirements” is posted on CCM’s intranet under Human Resources Policies. Contact x-5035 for additional information.

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