

# EAST ORANGE SCHOOL DISTRICT DIVISION OF HUMAN RESOURCE SERVICES

199 4<sup>th</sup> Avenue • East Orange • New Jersey 07017-1026  
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## Human Resource Manager

Marissa C. McKenzie  
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## MEMORANDUM

TO: District Employees

FROM: Marissa C. McKenzie (M)  
Human Resource Manager

DATE: August 24, 2015

SUBJECT: Workers' Compensation for Job Related Injuries

**WORKERS' COMPENSATION FOR THE EAST ORANGE SCHOOL DISTRICT IS MANAGED BY  
INSERVCO INSURANCE SERVICES, INC.**

### PROCEDURE:

- You must report all injuries to the school nurse, your building supervisor, or anyone else in authority at the time of the accident.
- You must file the appropriate form(s) within forty-eight (48) hours of the accident.
- Authorization/referral is required from Human Resource Services for all injuries requiring medical treatment.
- The medical center listed below is the only authorized facility for non-life threatening injuries:

**ESSEX VALLEY HEALTH CARE CENTER  
240 CENTRAL AVENUE, 3<sup>RD</sup> FLOOR  
EAST ORANGE, NEW JERSEY 07018  
(973) 395-4100**

### IMPORTANT NOTICE

In the event of an emergency or when the above medical center cannot be reached, a local hospital (e.g. East Orange General) may be used. Contact Human Resource Services immediately for your follow-up after the emergency hospital visit.

Employees injured after 4:30 p.m. must contact their school or Human Resource Services between 8:30 a.m. and 9:30 a.m. the following day.

MCM/dl

*“Rising to a Standard of Excellence”*