

E A S T O R A N G E S C H O O L D I S T R I C T
DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES

199 4th Avenue
East Orange, New Jersey 07017

Phone (973) 266-5777

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www.eastorange.k12.nj.us

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Marissa C. McKenzie

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**WORKERS' COMPENSTION FOR EAST ORANGE SCHOOL DISTRICT
IS MARKETED BY
INSERVCO INSURANCE SERVICES**

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 Labor Relations & Employment Services for all injuries requiring medical treatment
- The medical center listed below is the **ONLY** authorized facility for non-life threatening injuries:

CONCENTRA
375 McCarter Highway
Newark, NJ 07114

IMPORTANT NOTICE

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

Employees injured after 4:30pm must contact their school or LRES between 8:30am and 9:30am the following day.

“Developing Leaders One Student at a Time”