

**Bergen Community College
Board of Trustees**

Section: HR

Policy # HR: 006-001: 2018

Effective Date:

Responsible Official:

Executive Director of Human
Resources

Reporting Injuries – Workman’s Compensation Program

Reason for Policy: Workers’ Compensation Program

Entities Affected by this Policy: All College employees

Policy Statement:

Bergen Community College's Workers' Compensation Program is administered by Bergen Risk Insurance Group. If an injured employee fails to seek treatment from a panel physician, or facility, Bergen Risk **WILL NOT** accept, or pay the treating physician or facility's bill for services rendered.

If you go to a hospital emergency room for treatment and are advised to see a physician for follow-up treatment, you **MUST** report this to the Medical Office. The nurse will direct you to a panel Physician.

Procedures:

All employees of Bergen Community College who sustain a job-connected injury or any injury on campus **MUST** report to the Medical Office, Room HS-100, immediately, or as soon as possible after being injured. The Medical Office is open as follows:

Monday - Thursday	8:00 A.M. - 9:00 P.M.
Friday	8:00 A.M. - 5:00 P.M.
Saturday	8:00 A.M. - 3:00 P.M.
Phone Ext. 2 or if calling from off campus, 447-9257.	

If the Medical Office is closed, report the injury to the Public Safety Department by dialing Ext. 6 or call 447-9200. 201-447-9257.

The Medical Office or Public Safety Department will direct you to a panel physician or facility (HealthNet or Fair Lawn Medical Center) if medical treatment is necessary.

Related Documents/Policies:

Policy History:

Adopted: 4/1/1996

Amended:

Updated: 5.25.18