



Attention Nursing Supervisors

What to do if **Nurses 24/7 Employee** is injured while in the Facility?

1. Employee is Directed to report any injuries to Nursing Supervisor
2. Nursing Supervisor will call Nurses 24/7 to report injury
1-866-687-7376 (Nurses 24/7 representative is available 24 hours a day)
Please have available:
 1. Employee name
 2. Shift Employee is working including start time
 3. Nature of injury
 4. What time injury occurred
 5. What time injury was reported
 6. Was an incident report filled out (if so could you fax to 1-973-689-2749)
 7. Was the employee directed to receive Medical treatment?
(All cost related to employees injuries will be covered by Nurses 24/7 Workman's Compensation Carrier when reported immediately)
 8. Employee will be instructed to speak to Nurses 24/7 representative if the injury is not emergent. If the injury requires Immediate medical attention a Nurses 24/7 Representative will provide a Workman's Compensation Billing information for any treatment required.
 9. After being seen in the emergency room the employee should report back to the nursing supervisor
*If the employee is able to report back to work a copy of the ER discharge and a clearance to return to work should be provided to the Nursing Supervisor
* If the employee is not physically able to return to work then the a Copy of the ER discharge papers and a doctors note excusing the patient from work should be provided to the nursing Supervisor
10. Finally, all follow up documentation should be faxed to
Marion McLean CNO, Nurses 24/7
Workman's Compensation and Disability Supervisor
Fax 1- 973-689- 2749
Phone 1-973-709-1009 ext 1213
mmclean@nurses247.com

Thank you for your time and consideration, please keep this posted for your Nursing Supervisors, if you have any questions please feel free to contact Marion at the contact information above.