

Medical Incident Reporting Procedure:

Insight Employees:

If the injury/illness is life threatening:

1. Call 911.
2. When stable, notify Insight immediately by calling (856)406-6015
3. Complete the Employee Medical Incident Statement and return to bbrowning@workwithinsight.com or fax to (856) 994-1009

If the injury/illness is not life threatening, but may require medical treatment:

1. Notify Insight immediately by calling (856)406-6015
2. Complete the Employee Medical Incident Statement and return to bbrowning@workwithinsight.com or fax to (856) 994-1009
3. For minor injuries, or when you are unsure about whether or not you need formal medical attention, call Medcor, our 24x7 Nurse Triage program, at **1-800-775-5866**. A registered nurse will provide immediate assistance to help make clinical decisions.

If treatment is clearly needed:

1. Notify Insight immediately by calling (856)406-6015
2. Complete the Employee Medical Incident Statement and return to bbrowning@workwithinsight.com or fax to (856) 994-1009
3. Seek medical treatment at one of the Urgent Care or Occupational Healthcare facilities listed in the Provider List attached. If you wish to visit a location not listed, Insight must approve the location prior to seeking treatment.

Please be prepared to provide the following information when contacting Insight:

- Name
- Email/phone
- School District
- Nature of the Injury: If stable, provide details of incident
- Where/when you plan to seek treatment (from Provider List)

Every employee is responsible for notifying Insight within 24 hours but no later than 3 days following an injury **and** for completion of an Employee Medical Incident Statement form located on our Website. Completed forms can be sent to bbrowning@workwithinsight.com or fax to (856) 994-1009.

The Medical Incident Statement Form is found on our website <https://www.workwithinsight.com/staff-resources/> under the Human Resources Section. If you are unable to locate the form, please call us at 856-406-6015 for assistance.

School District:

Upon notification of an injury please provide the Insight Employee with the [Medical Incident Statement form](#) OR direct them to our website under the Staff Resources Section. <https://www.workwithinsight.com/staff-resources/>.

In the event of a serious incident where the employee is unable to notify us, please contact your Insight Client Relations Coordinator at 856-406-6015 or via email immediately.

Please provide the following information if available:

- Sub's name
- Email/phone
- Nature and details of the injury
- Where/when they are planning to seek treatment.

The Insight representative you speak with will send you the appropriate forms for completion, if necessary. Please return any completed forms and nurse's report if available to bbrowning@workwithinsight.com or fax to (856) 994-1009.

Medical Incident Reporting Procedures for Insight employees:

When receiving a call from a school district or a substitute regarding an injury at work, please follow the steps below. Medical incidents can vary from small incidents to more serious incident. Always make sure the employee is okay. If they need to seek immediate medical attention they must get to an approved provider. A Provider List is attached to the Medical Incident Form; however, they can go to any location of an approved facility (i.e. any location of a Concentra, Atlanticare, Med Express, Physicians Immediate Care, etc.)

Steps:

1. Understand the severity of the situation.
2. Send the Medical Incident forms (located on the district overview or our website) to the appropriate contact or direct them to our website: www.workwithinsight.com/staff resources.
3. Notify Becky Browning (bbrowning@workwithinsight.com) with the following information:
 - Sub's name
 - Email/phone
 - School District
 - Nature/Details of the injury
 - Where/when they are planning to seek treatment.
4. If you receive any additional forms, please forward to Becky Browning bbrowning@workwithinsight.com



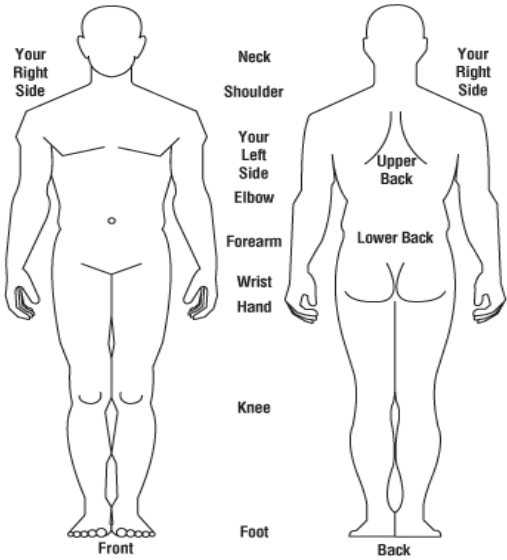
Employee Incident Statement

Dear Valued Employee,

Our staff are committed to capturing details of the incident which include facts that relay a good picture of what, when, where and how the event happened. Please provide as much detail as possible to assist our Customer in improving safety in the workplace. Include names of potential witnesses which may include staff and supervisor(s) on shift in the work area during the time of the event. Use the back of the document if more space is needed.

This document should be completed within 24 hours of the incident.

Name (Please Print):	Your Title:	
Circle all days you normally work: S M T W T F S	Shift Worked:	am/pm to am/pm
Today's Date:	Customer Name:	
Incident/Event Date:	Customer Supervisor:	
Incident/Event Time:	Customer Phone Number:	
What happened? (Include details of the work process you were involved in at the time, as well as other specific details on the incident)		
What do you believe caused the event to happen? (The cause is something that if you eliminated it the incident/event would not have happened)		
What do you think the customer can do to prevent this from happening again?		
What specific device(s) and equipment were required for the task? (Include specific tools, guards, and PPE.)		
Did the customer train you how to safely use specific device(s) for the task(s) involved in the job? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe the training:		

Part of Body Affected (circle all that apply)	Body Part(s) Injured	Type of Injury(ies)
	<input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Arm <input type="checkbox"/> L <input type="checkbox"/> R Upper <input type="checkbox"/> Lower <input type="checkbox"/> <input type="checkbox"/> Back (Lower) <input type="checkbox"/> Back (Upper) <input type="checkbox"/> Buttocks <input type="checkbox"/> Calf <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Chest <input type="checkbox"/> Ears <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Elbow <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Eyes <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Facial <input type="checkbox"/> Fingers Describe: <input type="checkbox"/> Foot <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Groin <input type="checkbox"/> Hand <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Head / Scalp <input type="checkbox"/> Hip <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Knee <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Multiple (Check all that apply) <input type="checkbox"/> Neck <input type="checkbox"/> Pelvis <input type="checkbox"/> Respiratory/Lungs <input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Teeth <input type="checkbox"/> Thigh L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Toes Describe: <input type="checkbox"/> Wrist L <input type="checkbox"/> R <input type="checkbox"/> <input type="checkbox"/> Other	<input type="checkbox"/> Abrasion / Scratch <input type="checkbox"/> Amputation <input type="checkbox"/> Bites / Insect or Animal <input type="checkbox"/> Burn <input type="checkbox"/> Concussion / Unconsciousness <input type="checkbox"/> Contusion (Bruise) <input type="checkbox"/> Crushing <input type="checkbox"/> Cut / Laceration / Puncture <input type="checkbox"/> Dislocation <input type="checkbox"/> Electric Shock <input type="checkbox"/> Eye Irritation <input type="checkbox"/> Foreign Body - Splinter <input type="checkbox"/> Fracture <input type="checkbox"/> Heart Attack / Stroke <input type="checkbox"/> Head Injury <input type="checkbox"/> Heat Stress / Cold Stress <input type="checkbox"/> Hernia <input type="checkbox"/> Nausea / Digestive Issues <input type="checkbox"/> Overexertion Strain/Sprain <input type="checkbox"/> Pinched Nerve <input type="checkbox"/> Property Damage Only <input type="checkbox"/> Repetitive Motion Strain/Sprain <input type="checkbox"/> Respiratory Condition <input type="checkbox"/> Skin Condition <input type="checkbox"/> Swelling <input type="checkbox"/> Teeth / Broken / Chipped <input type="checkbox"/> Other Occupational Injury / Illness Please Explain:

If you were injured during this incident, have you experienced a prior injury, illness, or had prior treatment to this same body part/body system?

Note: Disclosure of this information early in the workers' compensation process is essential to ensuring appropriate medical care is addressed, and can help a medical provider in determining when you have returned to your pre-existing status. Yes No

If yes, please explain (use back of page if needed):

Most Recent Treating Physician or Hospital Name :
 Approximate Month/Year of Last Treatment:

For the **current** incident, did you leave the facility to seek medical treatment? Yes No

If no, will you seek medical treatment after your shift? Yes No

Did you receive first aid/treatment on site? Yes No

Have you returned to work? Yes No

If yes, what date did you return to work? Date:

List any witnesses to this injury/illness:

I agree that the answers I've provided within this statement are an accurate representation of facts regarding the described incident. I understand it is my responsibility to communicate any absences or work restrictions as a result of this incident/event to my Kelly Services Representative immediately. I also understand a variety of light duty assignments are available, and it is my responsibility to communicate the availability of light duty work to my health care provider. If further written or verbal clarification statements are needed, I will provide the requested information.

Employee's Signature:	Date:	Mobile #:
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Provider Billing:

To the Employee:

This sheet provides the information necessary for your medical facility to submit invoices, reports or any other information they will need to process services provided to you. Please do not pay for any medical services directly billed to you as these cannot be reimbursed directly to you. Please submit any Work Status Report provided by your physician at the time of your visit to Insight immediately after your visit. Any documentation can be emailed to bbrowning@workwithnsight.com or faxed to (856) 994-1009.

Insight is covered for Workers' Compensation Insurance by **ESIS**. Please provide the following information to your medical facility for claims processing:

For New Jersey and Pennsylvania Claims:

PO Box 6566
Scranton, PA 18505
P: 800-346-1129
F: 800-611-7048

For Massachusetts Claims:

PO Box 6566
Scranton, PA 18505
P: 800-851-7099
F: 800-981-4375

For Illinois Claims:

PO Box 6566
Scranton, PA 18505
P: 800-233-8931
F: 800-508-3127

Please give this information to your doctor, or billing office at the time of first service, in order to avoid issues or problems with bills that may be forthcoming.

PROVIDER LIST

by State/District

ILLINOIS

Rockford	Physicians Immediate Care 3475 S. Alpine Road Rockford, IL 61109	Physicians Immediate Care 6595 E. State Street Rockford, IL 61108
Round Lake	Advocate Round Lake Beach Occupational Health 2 E. Rollins Road Round Lake Beach, IL 60073	Contegra Occupational Health Services 4309 Medical Center Drive, Suite B300 McHenry, IL 60050

MASSACHUSETTS

Newton	Partners Urgent Care 11 Mount Auburn Street Watertown, MA 02472	PhysicianOne Urgent Care 1210 Boylestown Street Chestnut Hill, MA 02467
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NEW JERSEY

Atlantic County Special Services	Atlantic Care Urgent Care 2500 English Creek Avenue Egg Harbor Township, NJ 08234	Shore Urgent Care 2605 Shore Road Northfield, NJ 08225
Atlantic County Institute Of Technology	Atlantic Care Urgent Care 2500 English Creek Avenue Egg Harbor Township, NJ 08234	MedExpress Urgent Care 301 S. Main Street Vineland, NJ 08360
Barnegat	Urgent Care Now 712 E. Bay Avenue Manahawin, NJ 08050	Urgent Care Now 539 US Highway 9 Lanoka Harbor, NJ 08734
Belleville	MedExpress Urgent Care 124 Washington Avenue Nutley, NJ 07110	Doctors Express 560 New York Avenue Lyndhurst, NJ 07071
Bound Brook	AFC Urgent Care 601 W. Union Avenue, Suite 1 Bound Brook, NJ 08805	Northeast Occupational Health Network 370 Campus Drive Somerset, NJ 08873
Brick	Southern Jersey Family Medical Centers 2125 Route 88 Brick, NJ 08724	Urgent Care Physicians of New Jersey 56 Chambers Bridge Road, Unit 8 Brick, NJ 08723
Bridgeton	SJH Bridgeton Health Center Occupational Health 333 Irving Ave, SJH Bridgeton Division Bridgeton, NJ 08302	MedExpress Urgent Care 3403 S Delsea Drive Vineland, NJ 08360
Buena Regional	Vineland Urgent Care 3722 E Landis Avenue Vineland, NJ 08361	South Jersey Healthcare Occupational Medicine 1038 E. Chestnut Avenue, Suite 120 Vineland, NJ 08360

PROVIDER LIST

by State/District NEW JERSEY

Camden Catholic Schools	AFC Urgent Care 6630 S Crescent Blvd Merchantville, NJ 08109	Concentra Medical Center 800 Haddonfield Road Cherry Hill, NJ 08002
Carlstadt-East Rutherford	AFC Urgent Care 560 New York Avenue Lyndhurst, NJ 07071	CityMD Urgent Care 16 Teterboro Landing Drive Teterboro, NJ 07608
Clayton	AFC Doctors Express Urgent Care 165 S Black Horse Pike Williamstown, NJ 08094	Inspira Occupational Health Services 200 Rowan Blvd Glassboro, NJ 08028
Clementon	Inspira Health Network Urgent Care 1238 Chews Landing Road Clementon, NJ 08021	Atlanticare Urgent Care 1310 Blackwood Clementon Road Clementon, NJ 08021
Cresskill	AM/PM Walk In Urgent Care 19 S Washington Avenue Bergenfield, NJ 07621	AFC Urgent Care 2 Broadway Hillsdale, NJ 07642
Deptford	Atlanticare Urgent Care 1310 Blackwood Clementon Road Clementon, NJ 08021	Patient First 630 Mantua Pike Woodbury, NJ 08096
East Rutherford	Agile Urgent Care of Secaucus 20 Meadowlands Parkway, Suite 2 Secaucus, NJ 07094	Doctors Express Urgent Care 560 New York Avenue Lyndhurst, NJ 07071
Egg Harbor Township	Shore Urgent Care 2605 Shore Road Northfield, NJ 08225	Atlanticare Urgent Care 2500 English Creek Avenue Egg Harbor Township, NJ 08234
Englewood on the Palisades	AM/PM Walk In Urgent Care 19 S Washington Avenue Bergenfield, NJ 07621	Prompt Med Urgent Care 185 Bridge Plz N Ste 10 Fort Lee, NJ 07024
Florham Park	City MD Urgent Care 399 State Route 10 East Hanover, NJ 07936	Concentra Medical Center 190 Baldwin Roat Ste B Parsippany, NJ 07054
Glassboro	Inspira Occupational Health Services 200 Rowan Blvd Glassboro, NJ 08028	Virtua Express Urgent Care 239 Hurffville Crosskeys Rd Suite 355C Sewell, NJ 08080
Gloucester City	Concentra Medical Center 210 Benigno Blvd Belmar, NJ 08031	Med Express Urgent Care 2 S Black Horse Pike Mount Ephraim, NJ 08059
Gloucester County Special Services	AFC Urgent Care 475 Hurffville Crosskeys Road Sewell, NJ 08080	Virtua Express Urgent Care 239 Hurffville Crosskeys Rd Suite 355C Sewell, NJ 08080

PROVIDER LIST

by State/District NEW JERSEY

Greater Egg Harbor Regional	Atlanticare Urgent Care 2500 English Creek Avenue Egg Harbor Township, NJ 08234	Shore Urgent Care 2605 Shore Road Northfield, NJ 08225
Hainesport	Virtual Urgent Care 555 High Street Suite 16A Mount Holly, NJ 08060	Atlanticare Urgent Care 605 High Street Mount Holly, NJ 08060
Hamilton	MedExpress Urgent Care 811 Route 33 Hamilton, NJ 08619	RWJ Occupational Health 2 Hamilton Health Pl Bldg 2 Trenton, NJ 08690
Kingsway	Inspira Health Network Urgent Care 660 Woodbury Glassboro Rd Ste 26 Sewell, NJ 08080	Worknet Occupational Medicine 510 Heron Drive Ste 108 Swedesboro, NJ 08085
Lincoln Park	NJ Doctors Urgent Care 620 State Rt 23 Pompton Plains, NJ 07444	City MD Urgent Care 76 Willowbrook Blvd Unit C2 Wayne, NJ 07470
Lindenwold	Inspira Health Network Urgent Care 1238 Chews Landing Road Clementon, NJ 08021	Worknet Occupational Medicine 37 S White Horse Pike Stratford, NJ 08084
Logan	Worknet Occupational Medicine 510 Heron Drive Ste 108 Swedesboro, NJ 08085	Inspira Health Network Urgent Care 101 Lexington Road Ste 530 Swedesboro, NJ 08085
Lumberton	Virtual Urgent Care 555 High Street Suite 16A Mount Holly, NJ 08060	Atlanticare Urgent Care 605 High Street Mount Holly, NJ 08060
Mahwah	City MD Urgent Care 295 Franklin Turnpike Ramsey, NJ 07446	AFC Urgent Care 5 N. Airmont Road, Suite 4 Suffern, NY 10901
Middlesex	AFC Urgent Care 601 W. Union Avenue, Suite 1 Bound Brook, NJ 08805	Astra Health Center Urgent Care 1100 Centennial Avenue Piscataway, NJ 08854
Midland Park	Doctors Office of NJ Urgent Care 85 Godwin Avenue Midland Park, NJ 07432	AFC Urgent Care 67 E Ridgewood Avenue, Suite C Paramus, NJ 07652
Milltown	MedExpress Urgent Care 418 State Route 18 East Brunswick, NJ 08816	Central Jersey Urgent Care 84 Veronica Avenue Somerset, NJ 08873
Millville	Medexpress Urgent Care 3403 S Delsea Drive Vineland, NJ 08360	Advocare South Jersey Occupational Medicine 602 W Sherman Avenue Vineland, NJ 08360

PROVIDER LIST

by State/District NEW JERSEY

Moorestown	Virtua At Work Urgent Care 401 Young Ave Ste 180 Moorestown, NJ 08057	Concentra Medical Center 16000 Horizon Way Suite 600 Mount Laurel, NJ 08054
Mt. Ephraim	Concentra Medical Center 210 Benigno Blvd Belmar, NJ 08031	Cooper Urgent Care 318 S White Horse Pike Audubon, NJ 08106
Mt. Holly	Virtual Urgent Care 555 High Street Suite 16A Mount Holly, NJ 08060	Cross Keys Urgent Care 3131 Route 38 Mount Laurel, NJ 080054
Newton	Newton Urgent Care 181 High Street Newton, NJ 07860	The Weston Group 3 Phillips Road Branchville, NJ 07826
Paterson	Concentra Medical Center 283 Piaget Avenue Clifton, NJ 07011	City MD Urgent Care 852 State Rt 3 Clifton, NJ 07012
Pequannock	Chilton Occupational Health Center 97 W Parkway Pompton Plains, NJ 07444	NJ Doctors Urgent Care 620 State Rt 23 Pompton Plains, NJ 07444
Roselle	Concentra Medical Center 595 Division Street Elizabeth, NJ 07201	Care Station Medical Group 328 W Saint Georges Ave Linden, NJ 07036
Salem County Vo Tech	Inspira Health Network Urgent Care 201 Tomlin Station Road Mullica Hill, NJ 08062	Worknet Occupational Medicine 510 Heron Drive Ste 108 Swedesboro, NJ 08085
Shamong	Atlanticare Urgent Care 120 S White Horse Pike Ste C7 Hammonton, NJ 08037	Cross Keys Urgent Care 255 N Route 73 West Berlin, NJ 08091
Somerdale Park	Worknet Occupational Medicine 37 S White Horse Pike Stratford, NJ 08084	Cooper Urgent Care 20 S Black Horse Pike Runnemede, NJ 08078
Somers Point	Shore Medical Center 100 Medical Center Way Somers Point, NJ 08244	Atlanticare Urgent Care 443 Shore Road Ste 201 Somers Point, NJ 08244
Sterling High	Worknet Occupational Medicine 37 S White Horse Pike Stratford, NJ 08084	Cooper Urgent Care 20 S Black Horse Pike Runnemede, NJ 08078
Swedesboro	Inspira Health Network Urgent Care 660 Woodbury Glassboro Rd Ste 26 Sewell, NJ 08080	Worknet Occupational Medicine 510 Heron Drive Ste 108 Swedesboro, NJ 08085

PROVIDER LIST

by State/District NEW JERSEY

Teaneck	AM/PM Walk In Urgent Care 19 S Washington Avenue Bergenfield, NJ 07621	Concentra Medical Center 150 North Street Teterboro, NJ 07608
West Cape May	Cape Urgent Care 900 Route 109 Cape May, NJ 08204	Cape Regional Urgent Care 406 W Rio Grande Ave Wildwood, NJ 08260
Winslow	Atlanticare Urgent Care Center 120 S White Horse Pike Ste C7 Hammonton, NJ 08037	Patient First 606 Cross Keys Road Sicklerville, NJ 08081

PENNSYLVANIA

Chester Upland	MedExpress Urgent Care 4808 Edgemont Avenue Brookhaven, PA 19015	AFC Urgent Care 5024 Pennell Road Aston, PA 19014
Chichester	MedExpress Urgent Care 4808 Edgemont Avenue Brookhaven, PA 19015	AFC Urgent Care 5024 Pennell Road Aston, PA 19014
Coatesville	AFC Urgent Care 150 E Pennsylvania Ave Ste 140 Downingtown, PA 19335	Patient First 967 E Lancaster Avenue Downingtown, PA 19335
DCIU	Patient First PA Medical Group 417 Baltimore Pike Springfield, PA 19064	MedExpress Urgent Care 4808 Edgemont Avenue Brookhaven, PA 19015
Downingtown	AFC Urgent Care 150 E Pennsylvania Ave Ste 140 Downingtown, PA 19335	Patient First 967 E Lancaster Avenue Downingtown, PA 19335
East Lycoming	Susquehanna Physician Services 10 Shady Lane Ste 202 Muncy, PA 17756	Muncy Valley Hospital Occupational Medicine 215 E Water Street Muncy, PA 17756
Garnet Valley	AFC Urgent Care 5024 Pennell Road Aston, PA 19014	MedExpress Urgent 4808 Edgemont Avenue Brookhaven, PA 19015
Great Valley	AFC Urgent Care 265 Schuylkill Road Phoenixville, PA 19460	Patient First 133 Lancaster Avenue Devon, PA 19333
Haverford	Prospect Crozer Urgent Care 30 Lawrence Road, Suite 100 Broomall, PA 19008	Everest Urgent Care 677 Market Street, Suite 1 Upper Darby, PA 19082

PROVIDER LIST
by State/District
PENNSYLVANIA

Lycoming Career & Tech Center	Susquehanna Physician Services 10 Shady Lane Ste 202 Muncy, PA 17756	Muncy Valley Hospital Occupational Medicine 215 E Water Street Muncy, PA 17756
MCIU	Patient First PA Medical Group 400 E Germantown Pike East Norristown, PA 19401	Concentra Medical Center 850 Germantown Pike Plymouth Meeting, PA 19462
Radnor Township	Patient First 133 Lancaster Avenue Devon, PA 19333	Patient First PA Medical Group 400 E Germantown Pike East Norristown, PA 19401
Upper Dublin	AFC Doctors Express Urgent Care 2848 W Moreland Road Willow Grove, PA 19090	Patient First PA Medical Group 400 E Germantown Pike East Norristown, PA 19401
Upper Moreland	AFC Doctors Express Urgent Care 2848 W Moreland Road Willow Grove, PA 19090	Keystone Medical Urgent Care 1555 W Street Road Warminster, PA 18974
West Chester	AFC Urgent Care 510 E Gay Street West Chester, PA 19380	AFC Urgent Care 150 E Pennsylvania Avenue, Suite 140 Downingtown, PA 19335

****FOR ANY LOCATION NOT LISTED ABOVE, THE MEDICAL FACILITY MUST BE APPROVED BY INSIGHT PRIOR TO SEEKING TREATMENT****