

Concentra Transportation Instructions

EMERGENCY WORK-RELATED INJURIES

In the case of an emergency, contact Campus Police at (973) 655-5222 and Campus Police will dispatch Emergency Medical Services. Immediately notify your direct supervisor or his/her designee and report injury. Complete and submit RM-2 form within 48 hours to the Benefits department at hr-benefits@montclair.edu. EMS unit will transport the employee via ambulance to the nearest hospital or treat the injury onsite. If the employee is not admitted and return transportation is required, the employee will contact (973) 655-5222 and Campus Police will contact the on-call manager to arrange transportation to Montclair State University campus.

FOLLOW-UP CARE

In the case of follow up care associated with that injury, *Concentra will ONLY provide transportation to a Concentra Urgent Care facility.*

NON-EMERGENCY WORK-RELATED INJURIES

1. Immediately notify your direct supervisor or his/her designee and report injury.
2. Complete and submit RM-2 form within 48 hours to the Benefits department at 150 Clove Road Overlook Office 3rd Floor.
3. Employee or his/her supervisor will contact Concentra Urgent Care located at 283 Piaget Ave Clifton, NJ at (973) 772-3930 to request transportation. A SMS text message is sent to the injured employee's cell phone with information regarding arrival time and pick up location. The employee is picked up at a designated area on campus.
4. During checkout, a Concentra staff member will arrange another ride for the employee. The driver will transport the employee back to Montclair State University campus, or to their home if home address is within a 25-mile radius of Concentra Urgent Care.
5. *If a work related injury occurs Monday - Friday 8:00 p.m.-10:00 p.m. or Saturday - Sunday 8:00 a.m-5:00 p.m.,* the employee will notify his/her supervisor or call (973) 655-5222 and Campus Police will contact the on call manager to arrange transportation to the ImmediCenter located at 1355 Broad Street Clifton, NJ (973) 778-5566.

DESIGNATED PICK-UP LOCATIONS

- University Facilities Building (147 Clove Road Little Falls, NJ)
- 855 Valley Road
- 1515 Broad Street
- Red Hawk Deck (Bus stop)
- Student Recreation Center
- University Hall
- John J. Cali School of Music Building
- Abbott and Costello Center
- Yogi Berra Museum and Learning Center

INSTRUCTIONS FOR MANAGERS

- *If an employee is injured, Monday - Friday after 7:00pm or Saturday – Sunday after 5:00 p.m.,* Campus Police will notify the on-call manager. The on-call manager will request and purchase a roundtrip Uber or taxi ride to the nearest hospital using their Montclair State University travel Visa Card.
- Once the roundtrip is complete, print a copy of the receipt and submit to Heather Jenkins

MANDATORY OSHA REPORTING

MSU Must contact the office of **Public Employee's Occupational Safety and Health (PEOSH)**

- Report all work-related fatalities to PEOSH within eight (8) hours.
- Report all work-related in-patient hospitalizations, amputations, and losses of an eye to PEOSH within twenty-four hours.
- 24 Hour PEOSH Reporting Hotline: (800) 624-1644, FAX: (609) 292-3749