

Workers Compensation: Quick Guide

Hurt at Work? Follow these 5 Steps:

1. Get Medical Help

- If it's an emergency, call public safety at 609.896.5029
- If it's not an emergency, notify your supervisor immediately and seek medical care
- **Where to Go for Medical Care**

Patient First

641 US Highway Route 130, Trenton, NJ 08691 (Hamilton Township)

(609) 245 2970 (8:00 AM- 8:00 PM, 7 days a week (365 days a year)

If the injury occurs after hours or on weekends:

Go to: Capital Health Regional Medical Center Emergency Room

750 Brunswick Avenue, Trenton, NJ 08638

Go to: Capital Health Hopewell Campus Emergency Room

One Capital Way, Pennington, NJ 08534

2. Tell Your Supervisor

Report the injury immediately. Reporting should be done verbally right away and followed up in writing by email even if it seems minor.

3. Contact HR

We will help you complete the required NJM paperwork and explain the workers compensation process. Be prepared to provide:

- Date and time of the incident
- Location
- What happened
- Names of any witnesses

4. Follow Your Doctor's instructions

- Attend all medical appointments
- Follow your treatment plan
- Submit any work restrictions or return-to-work notes after each visit to HR

5. Keep HR Updated

- Your work restrictions change
- You need additional time away from work
- Your doctor clears you to return to work
 - Reach out to the Rider Benefits team to provide the Doctor note.
 - Benefits team to set up an appointment with Penn Medicine Princeton Medical Center Princeton Occupational Health as needed.
 - Work on final clearance and then return to work.

Need Help : If you have questions at any point during the process, please do not hesitate to reach out:

Rider Benefits Team: Enikah Miller / Vaishali Sharma – benefits@rider.edu