



PLEASE READ AND RETURN TO HUMAN RESOURCES

NOTICE TO EMPLOYEES

Wells Fargo, the claims administrator/workers' compensation carrier for the SCHOOL DISTRICT OF THE CITY OF ERIE, PA, has required that we post a list of healthcare providers in accordance with SECTION 306 OF THE WORKERS' COMPENSATION ACT. Please read the following notice carefully as it explains important rights and responsibilities.

IN CASE OF A WORK-RELATED INJURY:

- 1) If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use, as and when needed.
- 2) In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the licensed physicians or practitioners of the healing arts as established on the list posted in the workplace.
- 3) You must continue to visit one of these persons listed, if you need treatment, for ninety (90) Days from the date of your first visit. If you do not comply with this requirement, your employer will be relieved from liability for payment of services rendered during this period.
- 4) After this ninety (90) day period, if you still need treatment and your employer has provided a list of healthcare providers, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. You must notify your employer of the action within five (5) days of your visit to the person of your choice. Failure to notify your employer will relieve the employer from liability for payment rendered prior to appropriate notice if the services are determined to have been unreasonable or unnecessary.
- 5) The physician or practitioner of the healing arts who treats you must file a report within ten (10) days of the commencement of treatment and at least once a month as long as treatment continues. A copy of the report must be furnished to your employer. The employer is not liable for payment for any treatment until a report is filed.
- 6) If no list of healthcare providers is provided, you may go to a licensed physician or practitioner of the healing arts of your choice.
- 7) If one of the listed healthcare providers refers you to another licensed specialist, your employer or his insurer will pay the bill for these services.
- 8) If you are faced with a medical emergency, you may secure assistance from a hospital or physician or practitioner of the healing arts of your choice.

REMEMBER- IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY.

ACKNOWLEDGEMENT

I HAVE BEEN INFORMED OF MY RIGHTS AND DUTIES AS SPECIFIED HEREIN.

Employee (Print): _____ Signature: _____ Date: _____

Erie's Public Schools

Notice to Employees in case of Work-Related Injuries

Your employer is self-insured under the Workers' Compensation Act of Pennsylvania. Claims are administered by:

HealthSmart Casualty Claims Solutions

P.O. Box 3389

Charleston, WV 25333-3389

Telephone: 724-223-7611 fax 724-223-7610

Claims Adjuster: Linda Swanson 814-616-2616 (Direct Line) fax 866-305-1413

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prosthesis, including training on their use.
2. In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the following health care providers. You must continue to visit one of the providers listed below, if you need treatment, for ninety (90) days from the date of your first visit.
3. If one of the providers below refers you to another licensed specialist, your employer or their insurer will pay the bills for these services.
4. After this ninety- (90) day period, if you still need treatment and your employer has provided a list as set forth below, you may choose to go to another health care provider for treatment. You should notify your employer of this action within five days of your visit to said provider.
5. If a physician on the list prescribes invasive surgery, you may obtain a second opinion from any physician of your choice. If the second opinion is different than the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a specific detailed treatment plan. If you choose the second opinion, the procedures in that opinion must be performed by one of the physicians on the list for the first ninety- (90) days. Therefore, in this situation, the employee may be required to treat with an employer designated provider for up to 180 days.
6. If you are faced with a medical emergency, you may secure assistance from a hospital physician, or health care provider of your choice for your work related injury. However, when the emergency is resolved, you must seek treatment from a provider listed below.

DESIGNATED PHYSICIANS

Concentra	3010 West Lake Road,	Erie PA	833-2385
Occupational Health Center	2501 West 12 th St	Erie, PA	452-7879
Contemporary Ophthalmology	2640 Zuck Road	Erie, PA	838-9555
Christie Family Chiropractor	3359 West 38th Street	Erie, PA	838-3830
Erie Eye Clinic Ophthalmology (Eye)	128 West 12 th Street	Erie, PA	452-2796
Orthopedic & Sports Medicine of Erie	100 Peach Street, St. 400	Erie, PA	454-8287
Dr. Craig Costello Chiropractor	2556 West 12th Street	Erie, PA	835-9020

CONVENIENT NETWORK LOCATIONS LISTED BELOW

PT Network	Call Toll Free for Closest Location	866-846-9279	Physical Therapy
MRI Network	Call Toll Free for Closest Location	866-846-9279	MRI's