

HOW TO REPORT A WORK INJURY

Employee Responsibilities:

- 1. Report work related injury/illness immediately to a supervisor or designee.
- 2. Seek medical treatment, if needed see below.
- 3. Within 24 hours-complete the Employee Accident Report Packet obtained from your supervisor/designee. Complete section 1 of the Employee Accident Report Form, Rights and Responsibilities, and the Release of Records sign all and give it to your supervisor/designee who will report the incident to Work Partners. Work Partners will assign a claim number which will be used for billing purposes.
- 4. Take the information that is attached to the packet, i.e., panel providers, key script card (medication/pharmacy needs), and the worker's comp claim adjuster phone numbers.

Medical Treatment:

When medical help is required, the employee should seek treatment with one of the panel providers. Walk-in

Employees who suffer non-emergency injuries such as strains, sprains, and cuts should report to a health care Panel Provider and follow up with that provider for the first 90 days of treatment. If an employee chooses a provider who is not on the panel, per Pennsylvania workers compensation law the county has no obligation to pay for treatment. If the incident occurs evenings or weekends when the panel providers are closed, report to the nearest hospital emergency department and follow up with a panel provider on the next business day.

Employees should report all injuries no matter how small.

Supervisor Responsibilities:

If the employee needs medical treatment:

- 1. Arrange for the employee to seek treatment with a Panel Provider, this list is in the accident report packet the employee should have completed. Assure you give the employee the doctor listing, claims adjuster phone numbers and key script card (for medication/pharmacy needs). Encourage employees to seek treatment with Concentra Medical Providers during business hours, no appointment is needed If emergency treatment is needed direct the employee to the nearest hospital emergency room.
- Complete your section of the injury report, attach any supplemental reports relating to the injury/incident, and call the below number to report the injury
- 3. Instruct the employee to contact the jail administration office as soon as possible after being treated for the injury.

Call 1-855-396-8762 as soon as possible or within 24 hours to report the occurrence to Work Partners. The line is staffed 24 hours a day, 7 days a week. This step generates a claim number for the incident.

Complete Section 2 of the Employee Accident Report. If the injury results in medical treatment and/or lost time also complete Sections 3 & 4 and conduct an accident investigation. Record the Name(s) and contact information of witnesses. Forward the completed Employee Work Accident Report to the administration office ASAP.



ALLEGHENY COUNTY WORKERS' COMPENSATION RIGHTS AND RESPONSIBILITIES EMPLOYEE NOTICE

REMEMBER - IT IS IMPORTANT TO TELL YOUR SUPERVISOR ABOUT YOUR INJURY IMMEDIATELY NO MATIER HOW MINOR YOU THINK IT MAY BE.

l, (print name)
health care providers, at least three (3) of which are physicians and no more than two (2) of which are coordinated care designated provider on the list. This provider list is posted within my department, work site, and/or is available through my supervisor.

I understand I MUST immediately report an injury to my supervisor. If any injury requires medical treatment, I must contact my employer within twenty-four (24) hours of such treatment and inform him/her of the nature of my injury and the treating physician's diagnosis and treatment plan.

I also acknowledge that I have been presented with this written notice setting forth my rights and responsibilities under Section 306 (f.l)(l)(i) of the Pennsylvania Workers' Compensation Act. My rights and responsibilities include the following:

- I have the duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for ninety (90) days from the date of the first visit to a designated provider;
- As long as treatment is obtained from a designated provider, all reasonable and necessary medical supplies and treatment related to the injury will be paid by my employer;
- 3. I have the right to switch from one designated health care provider on the list to another during the ninety (90) day period and my employer must pay for reasonable and necessary treatment causally related to my work injury/illness;
- I have the right to seek emergency medical treatment from any provider, but I understand that subsequent nonemergency treatment must be rendered by a designated provider for the ninety (90) day period;
- 5. I have the right during the ninety (90) day period from initial treatment with a designated provider, to seek medical treatment from a non-designated provider but I understand that my employer is not responsible to pay for these services;
- 6. After the expiration of the ninety (90) day period from initial treatment with a designated provider, I have the right to seek causally related to my work injury/illness:
- 7. If I treat with a non-designated health care provider after the expiration of the ninety (90) day period, I understand that I must provide my employer and third-party administrator with notice within five (5) days of my first treatment with the non-designated provider. If I fail to do so, my employer may not be responsible to pay for treatment rendered by the non-designated provider prior to notification.
- 8. I understand my bills will be paid IF the services provided are reasonable, necessary, and causally related to my work injury/illness, and my licensed physician or practitioner of the healing arts provides reports as stipulated. These reports must be filed with my employer or third-party administrator within ten (10) days after my first visit and at least once a month for as long as treatment continues.
- 9. If a designated provider recommends invasive surgery, I understand that I may obtain a second opinion from a non-panel provider. Should I elect to follow the treatment plan recommended by the non-panel provider, I understand that I must obtain that treatment from a panel provider for ninety (90) days from the date of the appointment with the non-panel provider.
- 10. I understand that if one of the panel providers refers me to another licensed specialist, my employer will pay the bill for these services if reasonable, necessary and causally related to my work injury/illness.

As an employee of Allegheny County, I hereby acknowledge that I have been given the opportunity to review the Allegheny County Compensation Rights and Responsibilities and list of Designated Health Care Providers. My signature reflects my understanding of my medical treatment rights and duties with regard to work-related injuries arid occupational illnesses.

Employee Signature:	Date:
	Date.
Witness Signature	Date:

Any individual filing misleading or incomplete information knowingly and with intent to defraud is in violation of Section 1102 of the PA Workers'

Compensation Act and may also be subject to criminal and civil penalties through PA Act 165.

NOTICE: To be placed in Employee's Personnel File (Copy must be provided to Employee)



COUNTY OF ALLEGHENY

DEPARTMENT OF HUMAN RESOURCES

920 CITY-COUNTY BUILDING • 414 GRANT STREET PITTSBURGH, PA 15219 PHONE (412) 350-6830 · FAX (412) 350-5230 WWW.ALLEGHENYCOUNTY. US

AUTHORIZATION FOR RELEASE OF RECORDS AND REPORTS

I, the undersigned, authorize any healthcare provider or facility, physician or nurse who has attended me, or any hospital at which I have been confined, to furnish to my Employer, the County of Allegheny, its representatives WorkPartners Business Management Services, the law firm of O'Brien, Rulis, & Bochicchio, and any other County representative or designees, all available information concerning my physical or psychiatric condition and treatment, including examination and duplication of x-rays or other diagnostic films taken of me.

Medical records are defined by state regulation as all "clinical information pertaining to the patient which has been accumulated by the physician, either by himself or through his agents." This includes diagnostic test results, x-rays, physician notes, and any records from prior treating or consulting physicians.

Additionally, this authorization allows for release of all billing information for treatment related to my work injury, should such information be specifically requested.

This authorization also pertains to any vocational, employment, or educational information that may be needed in the management of my work-related claim and rehabilitation efforts.

A photocopy of this authorization is to be given the same force and effect as the original. This authorization shall be valid for the duration of my disability claim(s).

Signature	(-)
Print Name:	Date:
Social Security Number:	
Date of Birth:	

ATTENTION MEDICAL RECORDS OFFICE:

RETURN MEDICAL REPORTS AND RECORDS TO:
ALLEGHENY COUNTY CLAIMS
UNIT WORKPARTNERS
P.O. Box 2971
PITISBURGH, PA 15230
PHONE 1-855-396-8762 FAX 412-667-7111

COUNTY OF ALLEGHENY

EMPLOYEE WORK ACCIDENT REPORT

County Employees: This form is used to report a work-related accident, illness, or injury. Seek medical treatment from a Workers' Compensation Health Care Panel Provider and take the Key Scripts Pharmacy Card with you. These two documents are found in the Employee Work Accident Report Packet. Report the claim by phone to Work Partners at 855-396-8762, available 24/7. At the end of the call, a claim number will be generated for billing purposes. Follow-up by faxing this form to both Work Partners: 412-667-7111 and Allegheny County Safety: 412-350-5888 within 48 hours.

Section	1: EMPLOYEE Con		ction-Place D	
Employee Name		mpretee tille oc	Ctroff-Please P	rint
DepartmentLast	Fire	t	MI	
Date of Accident/Symptoms/_(If you feel this is a recurrence of a previous	/ ""	(Please include Fir	standLastName/1	Fitle/Phone Numb
Social Security #		oyee Phone	WOODEN LINE FIRESCHINGS SAN	
Employee Address				3.6
Street	City	State	Zip	County
Date of Birth//	Male/Female	Married/Single	# of Depende	ents
Job Title	Hire Date//	Years	on this job	
Vere there any witnesses to your acc Vhere did the accident happen? Describe the Accident and Body F		be as DETAILED as	possible.)	
	ment at this time? NO Y	ES	and/or further eval	
ave you ever had an ill ness or in jury If yes, do you feel that you were	to this part(s) of your hor	dvinthonasta NO	VEQ 5 /	
mployee Signature*			Date	1 1
My signature verifies that the information firms that I have received a copy of Al	onI provided is true and cor legheny County's: Worker	rect to the bestofmy l		nature also

COUNTY OF ALLEGHENY EMPLOYEE WORK ACCIDENT REPORT- PAGE 2

Supervisor/ Acting Supervisor's Name/ Title	1 110116
	ible.)
List any witnesses reported by the Employee and their Phone Numbers	
Initial Treatment: (check all that apply) Refused treatment or not planning to seek treatment at this timeMinor (band aid, aspirin, etc.)Medical treatment on the Employer's Panel – Location and DateMedical treatment at an Emergency Room – Hospital and Date	
Medical treatment NOT on the Employer's Panel – Location and Date Did the employee leave their workshift to seek medical treatment? NO YE	200
Is employee offwork due to the injury? Last Date Worked Date Disability Began Return to Work Date, if known if the employee has been released to return to work, is he/she working modified Can you accommodate the work restrictions?	
Section 3: SUPERVISOR/ MANAGER Complete Accident Investigation and Analys	es this Section BIS-Please Print
Woodhaaaila	elocation
Is the Accident Investigation completed? NO YES (If no, please state Action taken/ Plan of Action to rectify or prevent reoccurrence (MUST BE COMPL	ewhynot) LETED):
Supervisor/ Acting Supervisor Signature*_ My signature verifies that the information I provided is true and correct to the bes	Date//st of my knowledge.
Claim Number:Reported Date/_	

SEND COMPLETED FORM TO BOTH:

WORK PARTNERS, County Claims Unit by FAX (412)667-7111 and to ALLEGHENY COUNTY SAFETY by FAX (412)350-5888

TO BE COMPLETED BY SUPERVISOR/ MANAGER-Please Print

Initial Medical Assessment:	
Indicate the location of the injury on the diagram:	Temperature Pulse Respiration (TPR)
Type of Injury:	Blood Pressure (BP)
1. Abrasion 2. Burn 3. Contusion 4. Exposure 5. Hematoma 6. Laceration 7. None Apparent 8. Other (Specify) ACCIDENT 1. Fatal 2. Non-Fatal	
Claimantreferred to Panel Physician	
Return to Work	
Sent to Hospital	
Additional Comments:	

SEND COMPLETED FORM TO BOTH:

WORK PARTNERS, County Claims Unit by FAX (412)667-7111 and to ALLEGHENY COUNTY SAFETY by FAX (412)350-5888

COUNTY OF ALLEGHENY

Witness Statement

Employee Name	Department:
Nitness Signature	Date //
Vitness PRINT NAME	Witness Telephone

Workers' Compensation Information

The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at:

Bureau of Workers Compensation
1171 South Cameron Street, Room 103
Harrisburg, PA 17104-2501;
Telephone number within Pennsylvania: (800) 482-2383
Telephone number outside of PA Commonwealth: (717) 772-4447
TIY (800) 362-4228 (for hearing and speech impaired only)
www.state.pa.us,
PA Keyword: workers comp

Name	Address	Observe	
	Address	Phone	Hours of Operation / Locations
PHYSICAL MEDICINE & REHABILITATION			
Marc Adelsheimer, MD	107 Gamma Drive, Ste. 220 Harmar, PA 15238	412-963-6480	By appointment only Other location Chadacidae
Brian Ernstoff, MD	UPMC McKeesport Painters Bldg. 500 Hospital Drive, Ste. 6 McKeesport, PA 15132	412-901-2891	By appointment only Other location
ORTHOPEDICS			Caronicoanon - Candisburg
Tri State Orthopedics & Sports Medicine (General Orthopedics) Jeffrey N. Kann, MD	McCandless Corp. Center (North Hills) 5900 Corporate Drive, Ste. 200 Pittsburgh, PA 15237	412-369-4000	
Brian F. Jewell, MD Steven E. Kann, MD Victor J. Thomas, MD Mark J. Langhans, MD	Twin Tower Office Bldg. (Robinson Twp.) 4955 Steubenville, Pike, Ste. 120 Pittsburgh, PA 15205	412-787-7582	By appointment only Monday – Friday
Paul A. Liefeld, MD Michael Pagnotto, MD Christopher Emond, MD	Northpoint Center (Seven Fields) 400 Northpoint Circle, Ste. 101 Seven Fields, PA 16046	724-776-2488	r:00AM to 4:00PM Physical therapy available onsite
Pilistural Bone John & Sales	Park Place @ Chapel Harbor (Fox Chapel) 300 Chapel Harbor Dr., Ste. 300 Pittsburgh, PA 15238	724-696-0300	
(Orthopedics of the hip, knee, neck, shoulder & spine) Timothy K. Honkala, MD	JMA Building 1200 Brooks Lane, Ste. G20 Jefferson Hills, PA 15025	412-267-5040	
Christopher A. Radkowski, MD Laura Weigand, MD Eric Chamberlin, MD Michael Tranovich, MD Brian Kelly, M.D	Waterfront Medical Assoc. 495 Waterfront Drive East, Ste. 200 Homestead, PA 15120	412-267-5110 or 412-678-0534	By appointment only
GENERAL SURGERY			
University of Pittsburgh Physicians Drs Sharon Goldstein, Christopher Bartels & LeeAnn Peluso	St Margaret's Med Arts Bldg. 100 Delafield Road. Ste 113 Pittsburgh, PA 15215	412-782-2400	By appointment only Other location – Natrona Hts.
University of Pitisburgh Physicians Drs. John A. McKeating & Harry W. Sell	UPMC Mercy 1400 Locust Street, Ste. 3121 Pittsburgh, PA 15219	412-281-2255	By appointment only

	Specially Medical Services – By appointment only	 by appointment only 	
Name	Address	Phone	
ОРНТНАLMOLOGY			Hours of Operation / Locations
Laurie Ann Roba, MD	1326 Freeport Rd. Ste. 200 Pittsburgh, PA 15238	412-963-0414	By annointment
aya Physicians & Surgeons Drs. Christ Balouris & John Maher	St. Margaret's Med Arts Bldg. 200 Delafield Rd., Ste. 2020	412-784-9060	By appointment only
NEUROSURGEON	ritsburgit, PA 15215		Other locations in Shadyside & Wexford
University of Piltsburgh Physicians Drs. Adnan Adib Abla, Adam Kanter & Daniel Wecht	UPMC Presbyterian Hospital 200 Lothrop St., Ste. A-402 Pittsburgh, PA 15213	412-647-3685	By appointment only Other locations available 1-866-804-5282 Bethel Park, Wexford, Monroeville, McMurray, Shadvsine &
NEUROLOGY – Concussion Screening			McKeesport
Associates In Neurology of Pittsburgh Richard Kasdan, MD	665 Rodi Road, Suite 103 Pittsburgh PA 15235	412-241-7380	Other Leader 1
CHIROPRACTOR			Onier rocation – Jefferson Hospital
William Marino, DC	507 Greenfield Avenue Pittsburgh, PA 15207	412-421-3060	By appointment only
Frank Imbarlina, DC	1720 Washington Rd, Ste. 201 Pittsburgh, PA 15241	412-833-6323	By appointment only
John Depasqua, DC	305 Mt. Lebanon Blvd, Ste. 100 Pittsburgh PA 15234	412-531-4800	Victorian only
MRI & DIAGNOSTICS			by appointment only
PCS Imaging Network	Multiple Facilities & Locations		
PHYSICAL THERAPY	eligiboo socialistication and the second social soc	1-048-594-4001	By appointment only
PCS Physical Therapy Network	Multiple Facilities & Locations	4 000 kg 400 kg	
Concentra (for Concentra patients only)	Same locations as Occupational Medicine	Spe Occupational Modicina	By appointment only
Tri State Physical Therapy (for Tri-State Orthopedic patients only)	Same locations as Orthopadio Office.	accombandial Medicilia	By appointment only
PHARMACY & DURABLE MEDICAL EQUIPMENT	Section of the sectio	see Orthopedics	By appointment only
KeyScripts Yourtemporary pharmacy card is now a part of your Employee Accident Report Packet-please obtains from vour sunewisor	Multiple pharmacies in network	1-866-446-2848	No deductible or co-payment

TO BE GIVEN TO EMPLOYEE

PROVIDERS refers you to another licensed specialist, your employer will pay the bill for this service if reasonable, necessary and causally related to your work injury/illness. If you are faced with a medical emergency, you may secure treatment from the nearest hospital and your employer will pay for the emergency services if reasonable & necessary and causally related to your work injury/illness. If follow-up medical treatment is required following your visit at the hospital, you must use the services of one of the DESIGNATED HEALTH CARE PROVIDERS listed above for that follow-up treatment for the 90-day period. You must continue to receive treatment from one of the DESIGNATED HEALTH CARE PROVIDERS from the list above for a period of ninety (90) days from the date of your first visit. If one of the DESIGNATED HEALTH CARE

Workers' Compensation Administrator & Billing Address:
WorkPartners Claims Management Services
P.O. Box 2971
Pittsburgh, PA 15230

To report an injury, obtain billing information or other inquiries: 1-855-396-8762 Fax: 412-667-7111 Email: <u>WPACServiceAcct@upmc.edu</u>

(Revised 8/15/2018)



1970 Technology Parkway, Mechanicsburg PA 17050 Phone 866.446.2848 Visit www.keyscriptsllc.com Email info@keyscriptsllc.com Fax 717.732.9467

PHARMACY CARD - ALLEGHENY COUNTY WORKERS' COMPENSATION

Here is your KeyScripts Prescription Benefits Card containing important claims and customer service information for prescription drugs related to your workers' compensation injury. You or your employer must call to activate the card before you take it to the pharmacy. After activation, detach the lower portion of this letter and present it to your pharmacist when filling your prescription.

Call 866.446.2848 TO ACTIVATE YOUR CARD AND/OR TO FIND A PARTICIPATING PHARMACY. YOUR ACCOUNT NAME IS: ALLEGHENY COUNTY/UPMC

You may visit the KeyScripts network pharmacy of your choice, which includes CVS, Rite Aid, Target, Walgreens, Walmart and other retail pharmacies. You can quickly find a participating pharmacy by using the pharmacy search on the home page at www.keyscriptsllc.com.

Please note:

- The prescription(s) must be related to your work injury.
- There may be limitations on how much of your prescription can be filled.
- Use a KeyScripts Retail Pharmacy to ensure your prescription(s) will be filled with no out-of-pocket expense.

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KeyScripts For customer service, call toll free, at 1.866.446.2848	To the Employee: Present this card to your pharmacy of choice for an prescription drug retated to your worker's compensation injury. This card is foliatertification purposes only, and your pharmacist may require additional/photo-
Bin #: 009430 Group ID: UPMC0030 ProCare Rx	identification at time of fill. Unauthorized or fraudulent use of this card is punishable by law. We reserve the right to revoke this card at any time.
Employee Name:	To the Pharmacy: Submit daims via the ProCare System only for the person for whom the prescription was written.
Employee ID:	ProCare PBM
Norkers' Compensation Prescription Benefits Card	3090 Premiere Parkway, Suite 100 Duluth, GA 30097 Pharmacy Help Desk 1.800.277.1657