



WORKERS' COMPENSATION INFORMATION

In Pennsylvania, 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 immediately notify your employer.

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, Pennsylvania 17104-2501

Telephone number within Pennsylvania (800) 482-2383
Telephone number outside of this Commonwealth (717) 772-4447

TTY (800) 362-4228 (for hearing and speech impaired only)
www.state.pa.us - PA Keyword: workers comp.

ACKNOWLEDGMENT

I, (Print Name) _____ employee of Duquesne University hereby certify that I was provided with the above statement on ____/____/____ (Date).

Employee Signature

**WORKERS' COMPENSATION EMPLOYEE NOTIFICATION IN ACCORDANCE WITH
SECTION 306(F.1)(1)(i) OF THE PENNSYLVANIA WORKERS' COMPENSATION ACT**

If you are injured while employed and on duty at Duquesne University, you are responsible for reporting the injury/illness immediately to your supervisor. If you seek medical care for your work-related injury or illness, Duquesne University shall provide payment for reasonable surgical medical services, services rendered by physicians or other health care providers, and medicines and supplies, as and when needed, according to the procedures that follow.

In compliance with the Workers Compensation Act, Duquesne University has established a list of health care providers to treat you in case of a work-related injury or illness. You are required to be treated by one of the designated Panel providers or one designated directly by Assistant Director, Benefits in Human Resources for a period of ninety (90) days from the date you first seek medical treatment, or Duquesne University may not be required to pay for your medical care during that period of time. In the case of a medical emergency, you may be treated at the closest emergency department. However, any follow-up treatment is required to be provided by one of Duquesne University's panel providers or an approved provider for the first ninety (90) days from the date of your first treatment. Unauthorized, non-emergency treatment for a work-related injury/illness with a non-panel or non-approved health care provider during the initial 90-day period will not be paid by Duquesne University.

If you wish to change medical providers within the first ninety (90) days of medical treatment, you must select a new health care provider from Duquesne's designated panel of providers or consult with the Assistant Director, Benefits in Human Resources at 412-396-5105 for an approved provider. If one of these designated providers refers you to another health care provider, you may receive care from that provider and the fees will be paid by Duquesne University. If a designated provider recommends invasive surgery, you may obtain a second opinion from a non-panel provider at the expense of Duquesne University. However, should you elect to follow the treatment plan recommended by the non-panel provider, you must obtain such treatment from a panel or approved provider for ninety (90) days from the date of the appointment with the non-panel provider. The list of health care providers is posted in various locations throughout the University campus, and copies are available in the office of the Assistant Director, Benefits in Human Resources, 102K Koren Bldg. The list of providers and the rules governing medical treatment change periodically, so you should consult the Assistant Director, Benefits in Human Resources if you need access to medical care.

Should you require continued medical treatment after the initial 90-day period, you may continue seeing the panel approved provider or you may go to another physician or health care provider of your choice. You must notify the Assistant Director, Benefits, (412) 396-5105, within five (5) days of treatment with a non-panel provider. This non-panel provider must provide an initial medical report to the Assistant Director, Benefits within ten (10) days of the date of first treatment, and every thirty (30) days thereafter as long as treatment continues. Failure to notify the Assistant Director, Benefits or Duquesne University will relieve Duquesne University of the responsibility for the payment of services rendered if such services are determined to have been unreasonable or unnecessary.

If you follow the guidelines set forth in this notification, you will not be responsible for payment of any charges related to the medical treatment of your work-related injury/illness, or any charges in excess of charges as calculated under the Workers' Compensation Act, unless your treatments are unrelated to your injury/illness. If you refuse reasonable medical services, you may forfeit rights to compensation for your injury.

By my signature below, I acknowledge that I have read the above notification and understand the provisions of the Pennsylvania Workers' Compensation Act as set forth and understand my rights and duties. This notice was presented to me (check one):

Name(Print) _____

Date: _____

Signature: _____

Duquesne University Pittsburgh 15282

Workers' Compensation Program: Designated Health Care Providers: November 2021

You must follow these procedures in case of work related injury or illness:

A. Immediately report the injury to your supervisor.

Any injury you sustain at work must be reported immediately to your supervisor. Failure to do so may delay your benefits or cause you to lose your rights to benefits. Supervisors must promptly report injuries to the appropriate personnel office.

B. Obtain medical care from a provider listed below.

PROVIDER	ADDRESS	PHONE NUMBER	SPECIALITY
Concentra Urgent Care	University Center, 120 Lytton Ave, Suite 275, Pittsburgh, PA 15213	412-621-5430	OCCUPATIONAL MEDICINE
Concentra Urgent Care	Robinson, 4390 Campbells Run Rd. PGH 15205	412-429-9675	OCCUPATIONAL MEDICINE
Concentra Urgent Care	West End, 1600 W. Carson Street, Suite 200, Pittsburgh, PA 15219	412-391-1137	OCCUPATIONAL MEDICINE
Workwell Physicians	3824 Northern Pike ,Suite 775,Monroeville,PA,15146	800-662-2400	OCCUPATIONAL MEDICINE
MedExpress Urgent Care	Greentree Road,Pittsburgh,PA,15220	412-343-3627	OCCUPATIONAL MEDICINE
MedExpress Urgent Care	Baum Boulevard,Pittsburgh,PA,15224	412-687-3627	OCCUPATIONAL MEDICINE
One Call Medical Pennsylvania	5750 Centre Ave., Ste. 100, Pittsburgh, PA 15206	800-872-2875	DENTIST
Michael E. Lally, MD	General and Vascular Surgery Associates Inc, 1400 Locust St., Ste. 3121, Pittsburgh, PA 15219	412-207-2632	GENERAL SURGERY
Troy T. Desai, MD; Practice Doctors	AHN Neurology, 490 E North Ave., Ste. 500, Pittsburgh, PA 15212	412-359-8850	NEUROLOGY
Kathy L. Gardner, MD	3471 5 th Ave., Lillian Kaufman Medical Bldg., Pittsburgh, PA 15213	412-692-4920	NEUROLOGY
Everett & Hurite Eyecare Specialists	1835 Forbes Avenue, Pittsburgh, PA,15219	412-288-0885	OPHTHALMOLOGY
Greater Pittsburgh Orthopaedic Associates	5820 Center Avenue, Pittsburgh, PA,15206	412-661-5500	ORTHOPEDIC SURGERY
Caleb Campbell, MD	Tri-State Orthopaedics & Sports Medicine,5900 Corporate Drive, Suite 200, Pittsburgh, PA,15237	412-369-4000	ORTHOPEDIC SURGERY
MyMatrixx	For the nearest location, please call the toll free number.	800-945-5951	PHARMACY
One Call Care Management	One Call Care Management for the nearest location and to make an appointment, please call the toll-free number.	866-389-0211	PHYSICAL THERAPY
One Call Care Management	One Call Care Management, for the nearest location and to make an appointment, please call the toll-free number.	800-872-2875	RADIOLOGY
Hospital	For Emergency Services, please go to the nearest hospital.		HOSPITAL (FOR EMERGENCY SERVICES ONLY)

C. Medical Emergency:

If you are faced with a medical emergency, you may secure initial emergency treatment from any of the above-mentioned emergency facilities or any other emergency facility. However, any follow-up care to the emergency treatment must be with a designated health care provider. If you choose to treat with an out of state provider, you may be subject to balance billing.

D. For medical treatment to be paid by your employer:

1. You must select one of the physicians or physician groups listed above.
2. You must continue to visit one of the physicians listed above or any specialist to which that provider refers you, if you need treatment, for ninety (90) days from the date of your first visit. This requirement is in conformance with the Pennsylvania Workers' Compensation Act, Section 306 (F) (1) (i).
3. After Ninety (90) days, if you still need treatment, you may continue with the same physician or you may choose to go to another physician or health care provider for treatment. If you decide to go to another provider, you must notify your employer of this action within five (5) days of your visit, or your employer may not be required to pay for these services.
4. Your bills will be paid if your physician or healthcare provider reports as required (within ten days after your first visit and at least once a month as long as treatment continues). You must notify the new provider that these reports are to be submitted to the following address:

PMA Group: 380 Sentry Parkway, Blue Bell, PA 19422 – 412-338-1307