



Pennsylvania

# BRICKSTREET INJURY KIT

POLICY # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_





CONTACT PERSON AND NUMBER \_\_\_\_\_

JURISDICTION \_\_\_\_\_



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## BRICKSTREET INJURY KIT SUPERVISOR CHECKLIST

-  Secure proper medical care for your employee and inform them if modified/light duty work is available.
-  Follow your company's procedure to report the injury. If you are not aware of the procedure, call your supervisor.
-  Give this envelope to your employee and ensure they complete the enclosed forms.
-  Report the injury to BrickStreet within 24 hours using one of the following methods:
  - **Internet:** File electronically through StreetConnect; contact your agent or BrickStreet's Customer Service Unit for information about becoming a StreetConnect user
  - **Telephone:** Call 866.45BRICK (866.452.7425), select "policyholder" and option 1
  - **Email:** Send an email with the completed First Report of Injury as an attachment to [ClaimsIntake@brickstreet.com](mailto:ClaimsIntake@brickstreet.com); visit the specific jurisdiction's website to obtain the First Report of Injury form
  - **Fax:** Send the completed First Report of Injury to 877.293.5513 or 304.941.1151; visit the specific jurisdiction's website to obtain the First Report of Injury form

If you have a StreetConnect account, you also can click the Virtual Claims Kit link, choose the appropriate carrier and jurisdiction and locate the correct form.



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# INJURED EMPLOYEE CHECKLIST



## Report all injuries to supervisor

(Alabama, Georgia, Indiana, Iowa, Kansas, Missouri, North Carolina, Pennsylvania, South Carolina, Tennessee and Virginia allow your employer to either choose your physician or provide you with a list of approved physicians)



Obtain either a full-duty release or a completed Physician Statement of Physical Capabilities form from the doctor (if released for light/modified duty)



If released to return to work, return on your next scheduled work day with either your full-duty release or the Physician Statement of Physical Capabilities form



If not released to return to work, you must telephone your supervisor within one business day and provide:

- Physician's name, address and phone number
- Date of your next scheduled doctor appointment



Return Incident Report to your supervisor upon return or within 24 hours



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## First Fill Information BrickStreet

Dear Injured Worker,

Optum® has been selected by BrickStreet to assist you in obtaining prescription drugs related to your workers' compensation claim. This form enables you to fill prescriptions written by your authorized workers' compensation physician for medications related to your injury. Simply fill in the form below and present it at the pharmacy at the time your prescription is filled. This form should ensure that you will have no out-of-pocket expenses when you fill your first prescription.

For your convenience, Optum has an extensive network of retail pharmacies including major chain drug stores.

For pharmacy locations, you may call our toll-free number or visit our website at [cypresscare.com](http://cypresscare.com) and use the pharmacy locator in the quick links section of the home page.

If you have any questions, or would like to learn about our convenient home delivery service, please call our customer service number: **1-800-419-7191**.

Estimado Trabajador(a) Lesionado(a),

Optum ha sido seleccionado por BrickStreet para asistirle en la obtención de medicamentos relacionados con su reclamo de compensación de trabajadores. Este formulario le permite completar las prescripciones escritas por el médico de sus empleados autorizados de compensación para los medicamentos relacionados con su lesión. Simplemente llene el siguiente formulario y preséntelo en la farmacia en el momento que su prescripción está lleno. Este formulario debe asegurarse de que usted no tendrá gastos de su propio bolsillo cuando surte su primera receta.

Para su comodidad, Optum cuenta con una extensa red de farmacias al por menor. De la red de farmacias Optum incluye las siguientes principales cadena de farmacias:

Para localidades de Farmacia adicional, también puede llamar a nuestro número gratuito o visite nuestro sitio web en [cypresscare.com](http://cypresscare.com) y usar el localizador de farmacias en la sección de enlaces rápidos de la página de inicio.

Si usted tiene alguna pregunta, o le gustaría aprender acerca de nuestro conveniente servicio al domicilio, llame a nuestro número gratuito de servicio al cliente: **1-800-419-7191**.

### First Fill Form: Complete and take to your pharmacy

Bin #: 010876    Group Number: BRICKSTREET

Member ID:

Last 4 digits of SSN + date of injury;  
No spaces (i.e. 9999050206)

Member Name:

Injured worker's first & last name

Employer Name:

Date of Injury:

Pharmacy Help Desk: **1-800-419-7191**.

PLEASE NOTE: This form allows you to fill your initial prescriptions with a cost maximum of \$150 per prescription and no more than a 14-day supply per prescription. Once your claim has been reviewed, you will be sent a new card in the mail. If you do not receive the pharmacy card, please call us at **1-800-419-7191**.

*Issuance of this letter does not constitute acceptance of your claim.*



**Medical Records Release**

TO: Any licensed physician, chiropractor, medical practitioner, hospital, clinic, or other medical or medically related facility, insurance company or other organization, institution, or person that has any records or knowledge of my health, history, condition, or well-being

In accordance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and other applicable federal and state privacy laws and regulations, I, \_\_\_\_\_

Claimant Name Claim #

hereby authorize the use or disclosure of my individually identifiable health information described below to **[Data Retriever for Full Company Name], P.O. Box 3151 Charleston, WV 25332.**

For purposes of this Authorization, individually identifiable health information shall mean: Any and all of my personal health information created, received or obtained, including any medical or dental records, x-ray or radiology films, pathology materials, MedFlight reports, insurance-related documents and benefit forms, or any other medically-related record or item that relates to my physical health or condition, the provision of health care to me, or the payment for my care, as the foregoing information relates to the assessment, treatment, or recordation of history related to any injury to me or any disease that affects me regardless of the time or cause of the onset of said injury or disease.

I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), AIDS related complex (ARC), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, treatment for alcohol and drug abuse, psychological or psychiatric treatment, social services counseling, communicable diseases or infections, tuberculosis and hepatitis. Such records will be released through this authorization unless otherwise indicated. **Do not release any of the following information if an "x" appears before the description.**

  HIV/AIDS        Behavioral Health        Drug & Alcohol        Genetic History  

I further authorize Recipient to use, disclose, or re-disclose any and all of my above-described health information and to make copies thereof for purposes of evaluating and administrating an insurance claim I have filed with Recipient. I understand that my health information may be re-disclosed by Recipient and may then no longer be protected by any applicable federal or state privacy laws or regulations.

I understand that I may revoke this authorization at any time by sending a written notice of revocation to Recipient at the address listed above. I understand that my revocation will only be effective after it is received by Recipient and that the revocation will not apply to information that has already been released in response to this authorization.

This authorization shall expire on: \_\_\_/\_\_\_/\_\_\_\_. If no date is specified, this authorization shall expire one year from the date it is signed. Any disclosures made prior to my revocation or prior to the expiration of this authorization will not be affected by my revocation or by the expiration of this authorization.

I understand and agree that a photocopy or electronically reproduced copy of the original of this authorization shall have the same effect as an original.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Personal Representative, Estate Representative, or Guardian (Provide documentation of authority to act for individual)



# Claim Filing Form

(Compatible with StreetConnect Claim Filing and OSHA Form 301 Filing)

*\*Denotes Required Field*

*Please note: The fields highlighted in grey are pre-populated in the online system.*

Date of Injury: *	Policy Number:	Policy Name:	Case # from OSHA Log (if applicable):
Filing Date:	Claim Type: * <input type="checkbox"/> Incident <input type="checkbox"/> Indemnity <input type="checkbox"/> Medical Only	Jurisdiction:	

POLICY / DEMOGRAPHIC QUESTIONS	What is your name? *		What is your job title?	
	What is your telephone number? *		What is your fax number?	
	What is your email address?		If no, who should we contact for additional information?	
	Are you the contact for this claim? <input type="checkbox"/> No <input type="checkbox"/> Yes		What is the contact's phone number?	
	What is the contact's email?		What is the contact's email?	
	Is this a Federal Longshore (USL&H) claim? <input type="checkbox"/> No <input type="checkbox"/> Yes		Are you reporting a fatality? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Date of Injury/Date of Last Exposure: *		Date of Death: *	
	What is your policy number? *		ID Number: *	
	What is the employee's ID type? * <input type="checkbox"/> Employment Visa Number <input type="checkbox"/> Green Card Number <input type="checkbox"/> Passport Number <input type="checkbox"/> SSN			
	What is the employee's name? * First: *		MI:	Last: * Suffix:
	What is the employee's mailing address? Street/PO Box: *			
	Zip: *	City: *	State: *	Country:
	What is the employee's physical address? Street/PO Box:			
	Zip:	City:	State:	Country:
What is the employee's primary telephone number?		What is the employee's alternate telephone number?		
What is the employee's regular work schedule?				

DEMOGRAPHIC / WAGE QUESTIONS	What is the employee's date of birth? *		Gender: * <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
	Marital status: * <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Common Law <input type="checkbox"/> Unknown			
	What is the industrial code? *		What is the job title? *	
	Description of employee's job and regular duties:			

<b>DEMOGRAPHIC / WAGE QUESTIONS</b>	What is the employee's hire date? *		What is the state of hire for this employee?	
	Is the employee: Employed type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Volunteer		Is the employee: An Officer? <input type="checkbox"/> No <input type="checkbox"/> Yes An Owner/Part Owner? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	What is the hourly rate of pay for this employee?		What are the number of hours worked per week for this employee?	
	What is the daily rate of pay for this employee?	How many hours per day did the employee work?	How many days per week did the employee work?	
	Is there any additional wage information not included in the daily rate? (Commissions, etc.)			
	Is the employee continuing to receive full wages? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>INJURY QUESTIONS</b>	What is the primary work location? *			
	Name:			
	Address: *			Country:
	Zip: *	City: *		State: *
	What is the reporting location?			
	Did the accident occur on the employer's property? * <input type="checkbox"/> No <input type="checkbox"/> Yes			
	If no, where did the accident occur? *			Address:
	Name: *			
	Zip:	City:	State:	Country:
	Was this the employee's regular department? <input type="checkbox"/> No <input type="checkbox"/> Yes	In what department did the accident occur?		
	Was injury the result of a motor vehicle accident? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was any equipment involved in the injury? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what equipment?		
	What was the employee doing just before the incident occurred?			
	How did the accident occur? *			
	What object or substance directly harmed the employee?			
	Was safety equipment provided? <input type="checkbox"/> No <input type="checkbox"/> Yes	Was safety equipment used? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	If yes, what type?			
	What was the injured body part(s)? *			
What is the body part location? * <input type="checkbox"/> Bilateral <input type="checkbox"/> Left <input type="checkbox"/> Lower <input type="checkbox"/> Middle <input type="checkbox"/> Not Applicable <input type="checkbox"/> Right <input type="checkbox"/> Upper				
What is the nature of the injury (sprain, strain, etc.)? *				
What was the cause of injury? *				
Are you aware of a previous injury to this body part? * <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain: *				
Do you have knowledge of pre-existing disability, industrial or non-industrial? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain: *				
Are there outside activities or medical conditions that would affect this injury? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain: *				

List all others involved in the accident with contact information:

<b>1.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				
<b>2.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				
<b>3.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				

List all witnesses to the accident or enter none:

<b>1.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				
<b>2.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				
<b>3.</b>	First Name:		MI:	Last Name:	
	Address:				
	Zip:	City:	State:	Country:	
	Phone:				



RETURN-TO-WORK QUESTIONS	What time did the employee begin work? * (Include AM/PM)	
	What time did the accident occur? * (Include AM/PM)	Who was notified of the accident?
	When did the injured worker notify the employer? * (Date)	Did the claimant stop work? <input type="checkbox"/> No <input type="checkbox"/> Yes
	What is the loss type? <input type="checkbox"/> Incident Only <input type="checkbox"/> Indemnity <input type="checkbox"/> Medical Only <input type="checkbox"/> Modified Duty No Wage Loss <input type="checkbox"/> Modified Duty with Wage Loss	
	What was the last date worked?	What time did the employee stop work? (Include AM/PM)
	Has the employee returned to work? <input type="checkbox"/> No <input type="checkbox"/> Yes	Date of return to work?
	Did/will the claimant return to full duty? <input type="checkbox"/> No <input type="checkbox"/> Yes	Do you have transitional/modified work available? <input type="checkbox"/> No <input type="checkbox"/> Yes
	Number of hours per week?	Modified daily rate of pay?

MEDICAL QUESTIONS	Was medical treatment provided? <input type="checkbox"/> No <input type="checkbox"/> Yes		Name of medical provider?	
	Medical facility/provider's address:			
	Zip:	City:	State:	Country:
	Was employee treated in an emergency room? <input type="checkbox"/> No <input type="checkbox"/> Yes		Was employee hospitalized overnight as an in-patient? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	What was the method of transportation? <input type="checkbox"/> Air Ambulance <input type="checkbox"/> Land Ambulance <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Other			
	Do you require your employees to be drug tested? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, when was the employee last tested?	
	Was an incident report completed? * <input type="checkbox"/> No <input type="checkbox"/> Yes		Do you have any reason to question this injury? * <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Do you have any comments for the record?			



## Physician Statement of Physical Capabilities

Return completed form to:  
BrickStreet Insurance  
P.O. Box 3151  
Charleston, WV 25332-3151  
  
Or fax to: 877.898.6980

Claimant Name	Claim Number	Date of Injury
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Please complete this form after your examination of the patient. Indicate the patient's restrictions, if any, including modified hours, duties, environmental factors and any other information pertinent to this employee's healthy recovery and possible early return to work.

<b>Medical Diagnosis</b>				
Work Postures (Work is performed in which postures? Please indicate frequency.)				
Standing	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Sitting	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Walking	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Climbing	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Kneeling	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Pushing	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
Pulling	<input type="checkbox"/> Continuous	<input type="checkbox"/> Frequent	<input type="checkbox"/> Infrequent	<input type="checkbox"/> Never
	(6 – 8 hours a day)	(2 – 6 hours a day)	(0 – 2 hours a day)	

Please indicate the extent to which the employee can perform the following:  
(N = Never, O = Occasionally, F = Frequently, C = Continuously)

Lifting / Carrying	N	O	F	C	Activity	N	O	F	C
10 lbs. or less					Bend				
11 – 20 lbs.					Squat				
21 – 40 lbs.					Kneel				
41 – 60 lbs.					Twist / Turn				
61 – 100 lbs.					Climb				
<b>Pushing / Pulling</b>					Crawl				
13 – 25 lbs.					Reach Above Shoulder				
26 – 40 lbs.					Type / Keyboard				
41 – 60 lbs.					<b>Driving</b>				
61 – 100 lbs.					Automatic				
100+ lbs.					Standard				
<b>Upper Extremities</b>	<b>Yes</b>				<b>No</b>				
Simple Grasping	<input type="checkbox"/> R	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> L	<b>Operate foot controls or motor vehicles</b>	<b>Yes</b>		<b>No</b>	
Pushing / Pulling	<input type="checkbox"/> R	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> L	Simultaneous	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Comments									

Physician Name	Physician Telephone
Date released with above restrictions	Date released for full-duty work
Physician Signature	Date



**EMPLOYEE'S RIGHTS & DUTIES UNDER SECTION 306 (f.1) OF THE PENNSYLVANIA WORKERS' COMPENSATION ACT**

If you are injured while at work and medical treatment is necessary, you are required to visit one of the physicians or health care providers on the list designated by your employer for a period of 90 days from your first visit with the physician or health care provider.

All reasonable medical treatment and supplies (e.g. medicines, prosthetics) related to the injury will be paid for by the employer provided treatment is by a designated physician or health care provider on the list during the 90-day period. Charges for treatment and supplies are specified by the ACT. You are not responsible for the payment of any charges in excess of those specified by the ACT.

During the 90-day period, you may change from one designated physician or health care provider on the list to another physician or health care provider on the list, and the treatment will be paid for by the employer.

If the designated physician or health care provider refers you to a non-designated provider, the employer will pay for the treatment by the non-designated provider.

You have the right to obtain emergency medical treatment from a non-designated physician or health care provider however, the subsequent non-emergency treatment must be by a designated physician or health care provider for the remainder of the 90-day period.

You may seek treatment or consultation from a non-designated physician or health care provider during the 90-day period however, you are responsible for the charges for this treatment during the 90-day period.

If the employer designated physician or health care provider recommends invasive surgery, you are permitted to obtain a second opinion from a non-designated physician or health care provider. Your employer will pay for the cost for this opinion. If this opinion differs from the opinion of the designated physician or health care provider and provides a specific and detailed course of treatment, you may elect to undergo this treatment. The treatment however must be provided by a designated physician or health care provider for 90 days from the date of the visit to the non-designated physician.

You have the right to seek treatment from any physician or health care provider after the 90-day period has ended, and your employer will pay for this treatment provided it is reasonable and necessary.

You have the duty to notify your employer of treatment by a non-designated physician or health care provider within five days of your first visit to this physician or provider. Your employer may not be required to pay for treatment by a non-designated physician or health care provider prior to notification. The employer however shall pay for this treatment once notified unless the treatment is found to be unreasonable.

Signing this form is an acknowledgment of your rights and duties. You may not refuse to sign this acknowledgment in order to avoid your duties.

If you have any questions, please feel free to contact the Bureau of Workers' Compensation at 1-800-482-2383 or 1-717-783-5421.

**I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF AND UNDERSTAND THE ABOVE RIGHTS AND DUTIES.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**IF THE EMPLOYEE IS UNABLE OR REFUSED TO SIGN, IT IS ACKNOWLEDGED THAT THE EMPLOYEE WAS PROVIDED A COPY OF THIS DOCUMENT.**

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



**NOTICE: MEDICAL TREATMENT FOR YOUR WORK INJURY OR OCCUPATIONAL ILLNESS**

Your employer has selected a list of 6 or more physicians and other health care providers who are available to treat your work-related injuries and illnesses during the first 90 days of treatment. This list is posted at **Fin. Lobby, PW Dept., 2nd Floor Hallway, Firehouses and Police Dept. Hallway** for you to view. Also, you may get a copy of this list from **Human Resources**.

If you are injured at work or suffer an occupational illness, you have certain legal RIGHTS and DUTIES under Section 306(f.1)(1)(i) of the Workers' Compensation Act regarding your medical treatment. These rights and duties are summarized below.

**MEDICAL TREATMENT: DURING THE FIRST 90 DAYS**

- You have the RIGHT to receive reasonable and necessary medical treatment for your work injury or occupational illness. Your employer must pay for the treatment, as long as the treatment is by one of the listed providers.
- You have the RIGHT to choose which of the listed providers will treat you for your work injury or illness.
- You have the RIGHT to switch among any of the listed providers when you receive treatment; and if a listed provider refers you to a provider not on your employer's list, you have the RIGHT to receive treatment from the referral provider.
- You have the RIGHT to receive emergency medical treatment from any provider. However, non-emergency treatment must be given by a listed provider.
- If a listed provider prescribes surgery for you, you have the RIGHT to receive a second opinion from any provider of your choice. If that opinion is different from the opinion of the listed provider, you have the RIGHT to choose which course of treatment to follow. If you choose the treatment prescribed in the second opinion, you must receive the treatment from a listed provider for a period of 90 days after the date of your visit to the provider of the second opinion.
- You have the DUTY to visit one or more of the listed providers for the first 90 days of treatment for your work injury or illness if you expect your employer to pay for the medical treatment you receive.
- If you seek treatment for your work injury or illness from a provider who is not on the list, your employer may not have to pay for this medical treatment during this 90-day period. Therefore, you should talk to your employer before seeking treatment from a provider who is not on the list.

**IMPORTANT:** The requirements your employer must meet to have a valid list of at least 6 providers are shown on the reverse side of this form. If the list does not meet these requirements, it is not a valid list, and you have the right to seek medical treatment for your work injury or occupational illness from any health care provider of your choice.

**MEDICAL TREATMENT: AFTER THE FIRST 90 DAYS**

- You have the RIGHT to receive treatment from any physician or other health care provider of your choice, whether or not they are listed by your employer. Your employer must pay for this treatment, as long as it is reasonable and necessary for your work injury or occupational illness and has been properly documented by the physician or other health care provider.
- You have the DUTY to notify your employer if you receive treatment from a physician or other health care provider who is not listed by your employer. You must notify your employer within five days of the first visit to any provider who is not on your employer's list. The employer may not be required to pay for treatment received until you have given this notice.

Your signature on this form indicates that you have been informed of and you understand these rights and duties. If you have questions, be sure you have your rights and duties explained to you before signing this form.

I HAVE BEEN INFORMED OF MY MEDICAL TREATMENT RIGHTS AND DUTIES WITH REGARD TO WORK-RELATED INJURIES AND OCCUPATIONAL ILLNESSES. THIS NOTICE WAS PRESENTED TO ME AT (check one):

- TIME OF HIRE       WHEN I WAS INJURED       OTHER

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYER REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

(OVER)



## REQUIREMENTS FOR EMPLOYER'S LIST OF HEALTH CARE PROVIDERS

1. There must be at least 6 health care providers on the list, but there may be more than 6 listed.
2. At least 3 of the health care providers on the list must be physicians.
3. No more than 4 of the health care providers on the list may be coordinated care organizations (CCOs).
4. The names, addresses, phone numbers and areas of medical specialties of all health care providers must be included on the list.
5. The health care providers on the list must be geographically accessible and must have specialties that are appropriate based on the anticipated work-related medical problems of the employees.
6. Your employer must specify on the list if any of the health care providers on the list are employed, owned or controlled by your employer or its workers' compensation insurance company.

**NOTE:** Your employer's list of health care providers must meet all of the above requirements. If the list does not meet all of these requirements, you do not have to choose a provider from the list. Instead, you have the right to seek medical treatment with any health care provider of your choice.

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BUREAU OF WORKERS' COMPENSATION  
HELPLINE INFORMATION CENTER  
1-800-482-2383 (long-distance calls inside PA)  
1-717-772-4447 (local and calls outside PA)

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## Municipality of Norristown - Norristown 19401

Your Workers' Compensation Insurance Carrier is:

**BrickStreet Insurance**

**PO Box 3151 Charleston, WV 25332**

**Phone: 1-866-452-7425**

### NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

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 in 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 bill 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 above, 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 and 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.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Area of Specialty</u>
Crozer Centers for Occupational Health (Multiple Locations)	Eight Morton Avenue, Suite 206 Taylor Hospital Medical Office Building Ridley Park, PA 19078	610-595-6811	Occupational Health
Crozer Centers for Occupational Health (Multiple Locations)	196 West Sproul Road, Suite 210 Healthplex Pavilion I Springfield, PA 19064	610-328-8760	Occupational Health
WORKNET Occupational Medicine (Multiple Locations)	170 North Henderson Road, Suite 306 King of Prussia, PA 19406	610-337-1558	Occupational Medicine
Rothman Institute (Multiple Locations)	234 Mall Boulevard, Suite G30 Atrium Building King of Prussia, PA 19406	267-339-3776	Orthopedics
Montgomery Orthopaedic Associates (Multiple Locations)	170 West Germantown Pike, Suite C1 East Norriton, PA 19401	610-275-9400	Orthopedics
Suburban Surgical Specialists	2705 DeKalb Pike, Suite 309 Norristown, PA 19401	610-277-6131	General Surgery
Neurological Associates (Multiple Locations)	531 West Germantown Pike, Suite 101 Plymouth Meeting, PA 19462	610-825-0610	Neurology
Ophthalmology Physicians & Surgeons (Multiple Locations)	491 Allendale Road, Suite 120 King of Prussia, PA 19406	610-265-7770	Ophthalmology
Bove Family Chiropractic	1246 West Main Street Norristown, PA 19401	610-272-6111	Chiropractic

### CONVENIENT NETWORK LOCATIONS LISTED BELOW

Premier Comp PT Network	Call Toll Free for Closest Location	1-888-594-4001	Physical Therapy
Premier Comp MRI Network	Call Toll Free for Closest Location	1-888-594-4001	MRIs
Coventry DME Plus	Call Toll Free	1-877-203-9899	DME
Optum Pharmacy Network	Call Toll Free for Closest Location or go to <a href="http://www.cypresscare.com">www.cypresscare.com</a>	1-800-419-7191	Pharmacy

**Panel Date: 1/24/2018**

**Municipality of Norristown Accident Investigation Form**  
(complete within 24 hours of accident)

Date of Injury: \_\_\_\_\_ Date Accident Investigation Completed: \_\_\_\_\_

Supervisor Completing this Accident Investigation: \_\_\_\_\_  
(must be DIRECT supervisor)

List employee(s) hurt in accident: \_\_\_\_\_

When did accident occur (date and  
time): \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Describe in detail, the accident: \_\_\_\_\_

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Describe factors which contributed to the accident: \_\_\_\_\_

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What risk-control measures will be implemented as a result?: \_\_\_\_\_

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Additional Comments: \_\_\_\_\_

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