



EDINBORO UNIVERSITY
of PENNSYLVANIA

219 Meadville Street • Edinboro, PA 16444

Human Resources and Faculty Relations
Reeder Hall

Telephone: 814-732-2703
Fax: 814-732-2885

MEMORANDUM

TO: Edinboro University Employees and Student Workers
FROM: Sid Booker, Associate Vice President for Human Resources and Faculty Relations
SUBJECT: Workers' Compensation Procedures
DATE: May 8, 2008

Pennsylvania's Workers' Compensation Law stipulates that an employer must post a panel of physicians and medical facilities which is to be used by employees and student workers in the event of a work-related injury or occupational illness **during the first 90 days of treatment**. It is important for Edinboro University employees and student workers to know the procedure for filing a work-related injury report.

When a work-related injury or occupational illness occurs, employees and student workers are responsible for notifying the Assistant Director of Human Resources and Labor Relations, Mr. Wayne Patterson. The employee and Mr. Patterson will complete the Employer's Report of Occupational Injury or Disease form. Mr. Patterson's office is located on the second floor of Reeder Hall. He may be contacted at 732-2703 or via e-mail at wepatterson@edinboro.edu.

Additionally, employees/student workers are responsible for **immediately** notifying their supervisor or chairperson of all work-related injuries and occupational illnesses.

There are two time limits which are strictly enforced through the Pennsylvania Workers' Compensation Act, Article I, Section 311:

1. The employee must provide the employer with notice of disability within 21 days of the date of injury in order to receive benefits from the first day of injury. Compensation will not be due until such notice is given.
2. Notice of injury must be given within 120 days after the date of injury or disability compensation will not be allowed.

If you have questions concerning workers' compensation, please contact the Human Resources and Faculty Relations Office at 732-2703.

Thank you.

IMPORTANT NOTICE TO EMPLOYEES AND STUDENT WORKERS

Edinboro University of Pennsylvania provides for the payment of benefits under the Workers' Compensation Act of the State of Pennsylvania. The University's insurance carrier is Inservco Insurance Services, Inc. All work-related injuries or occupational illnesses must be immediately reported to Mr. Wayne Patterson, Assistant Director Human Resources and Labor Relations, in Reeder Hall, extension 2703.

- Employees must treat with one or more of the designated medical providers for the first 90 days after the first date of treatment. The University may not be required to pay for medical treatment provided by a physician or medical provider that is not listed on the University's Designated Medical Providers list.
- After the initial 90-day period, if additional or continued treatment is needed, the employee may elect to treat with a physician or health care provider of their choice. The employee is responsible for providing notification to the Human Resources & Faculty Relations Office within five (5) days of the first visit with a medical provider who is not listed on the University's Designated Medical Providers list. The University may not be required to pay for treatment received until the employee has given this notice.
- Employees may switch among any of the designated medical providers. If a designated medical provider refers the employee to a medical provider not listed on the University's Designated Medical Providers list, the employee has the right to receive treatment from the referral provider.
- Employees have a right to receive emergency medical treatment from any licensed medical provider. However, non-emergency and follow-up treatment must be provided by a physician or medical provider listed on the University's Designated Medical Providers list.
- Please do not forward medical bills to your health insurance plan. All bills must be submitted to the Human Resources and Faculty Relations Office, 2nd Floor Reeder Hall.
- Please do not use your prescription drug plan identification card to pay for prescriptions relating to your work-related injury or occupational illness. Please pay for such prescriptions then submit the receipted bills to the Human Resources and Faculty Relations Office for reimbursement.

DESIGNATED MEDICAL PROVIDERS

MINOR EMERGENCIES

Hamot ER-Express

East 2nd & French, Erie, PA 16507
(814) 877-7015

Saint Vincent Occupational Health Center

1607 Sassafras St., Erie, PA 16544
(814) 877-6017

Saint Vincent Fast Track

West 24th and Myrtle, Erie, PA 16544
(814) 452-7505

NON-EMERGENCY TREATMENT

Edinboro Medical Center

450 Erie St., Edinboro, PA 16412
(814) 734-1618

Thomas McGuire, M.D.

Family Health Care of Edinboro
208 Waterford St, Edinboro, PA
(814) 734-8647

CHIROPRACTORS

Peter J. Dobrzynski, D.C.

9003 Main St., McKean, PA 16426
(814) 476-7828

James Spaulding, D.C.

106 Waterford, Edinboro, PA 16412
(814) 734-3422

SPECIALISTS

Brent Walker, M.D.

Eye Physician & Surgeon
1827 West 38th St., Erie, PA 16508
(814) 864-4078 (optical dept.)

Brian Dalton, M.D.

Neurological Surgery
333 State Modern Tool Sq, Suite 206,
Erie, PA 16507
(814) 459-1013
1012 Water St., Meadville, PA 16335
(814) 333-1033

Orthopedic and Sports Medicine of Erie

Nick Stefanovski, M.D.

300 State Street, Suite 400-A
Erie, PA 16507
(814) 454-8287

Mary Beth Cermak, M.D.

Hand Surgeon
300 State Street, Erie, PA 16507
(814) 456-6022

Northshore Clinical Assoc.

Neurologists
104 E. 2nd Street, Erie, PA 16550
(814) 877-4600

PHYSICAL THERAPY

Eberle's Physical Therapy, Inc.

103 Walker Drive, Edinboro, PA
(814) 734-7444

Keystone Rehabilitation*

109 Walker Dr., Edinboro, PA 16412
(814) 734-1601

*Refer to telephone directory for locations in these areas: Erie, Franklin, Girard, North East, Seneca, Ashtabula, Conneaut, and Titusville.

Nova Care Rehabilitation

2850 East 38th St., Erie, PA 16510
(814) 899-1023
5121 Zuck Rd Unit B, Erie PA 16506
(814) 836-0600
1012 Water St., Meadville PA 16335
(814) 337-2345

Rehab Solutions

1910 Sassafras St., Erie, PA 16502
(814) 452-5231
3740 Sterretania Rd, Erie, PA 16565
(814) 833-7249
450 Erie St., Edinboro, PA 16412
(814) 833-7249

TRAC Rehabilitation

4403 Buffalo Rd., Erie, PA 16510
(814) 877-7708
5100 Peach St., Erie, PA 16509
(814) 877-5097



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WORKERS' COMPENSATION EMPLOYEE NOTIFICATION

On August 31, 1993, the revised Pennsylvania Workers' Compensation Act became effective and was further amended in 1996.

If an employee is injured while on duty, he/she is responsible for notifying the employer as soon as possible.

Workers' Compensation is designed to provide wage loss benefits and reimbursement for reasonable medical care for anyone who is injured on the job. Your employer shall provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies as needed.

Your employer, in compliance with the Workers' Compensation Act, has posted a list of medical providers from which you are to select. You are to obtain treatment from one of the listed providers for ninety (90) days from the date of your first treatment.

If during the initial 90-day period you wish to change medical providers, you must once again revisit your employer's panel and select a new physician. **If you do not seek treatment from a provider on the panel list for the initial 90 days following your first visit, your employer will not have to pay for the services rendered.**

After the initial 90-day period, if additional or continued treatment is needed, you may then choose to go to another physician or health care provider of your choice. Should you decide to change providers, you must notify your employer within five (5) days of your first visit with your new provider. Failure to notify your employer will relieve your employer of the responsibility for the payment of the services rendered, if such services are determined to have been unreasonable or unnecessary.

Please refer to the attached memo from Mr. Sid Booker, Associate Vice President for Human Resources and Faculty Relations, for Edinboro University of Pennsylvania's Workers' Compensation Procedures.

Your signature on this form indicates that you have been informed of and understand your rights and duties under the Workers' Compensation Act. If you have questions regarding workers' compensation, be sure to have your rights and duties explained to you before signing this form.

I HAVE BEEN INFORMED OF MY RIGHTS AND DUTIES WITH REGARD TO WORK-RELATED INJURIES AND OCCUPATIONAL ILLNESS.

Employee Signature _____ Date _____

Printed Name _____

AFTER SIGNING THIS FORM, PLEASE RETURN IT TO THE HUMAN RESOURCES AND FACULTY RELATIONS OFFICE IN REEDER HALL ON THE SECOND FLOOR. THANK YOU.

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Workers' Compensation Information

The following information is being provided to you in compliance with 34 Pa.Code § 121.3b.

- 1) 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.
- 2) 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.
- 3) You should report immediately any injury or work-related illness to your employer.
- 4) Your benefits could be delayed or denied if you do not notify your employer immediately.
- 5) If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.
- 6) 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.

Employee's Signature: _____

Date: _____