

Koren Building
718 Fifth Avenue | Pittsburgh, PA 15219
412.396.6575
hrservices@duq.edu

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:

Toll-free inside Pennsylvania: 800.482.2383
Local & Outside Pennsylvania: 717.772.4447
Hearing Impaired: PA Relay 7-1-1
Email: ra-li-bwc-helpline@pa.gov

ACKNOWLEDGMENT

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

Employee Signature

SIGN ON BACK →

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 immediately reporting the injury/illness 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, 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 the Assistant Director, Benefits 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 412-396-5041 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, 102 Koren Bldg. The list of providers and the rules governing medical treatment change periodically, so you should consult the Assistant Director, Benefits 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) 396-5041, 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: _____

NOTICE TO EMPLOYEES

Your employer has provided for the payment of Benefits
under the Workers' Compensation Act of this State

IN CASE OF WORK RELATED INJURY

- 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.
- In order to ensure that your medical treatment will be paid for by your employer or the insurance company, you must immediately advise your supervisor of your injury, and be treated by one of the licensed physicians or practitioners of the healing arts listed below:

DESIGNATED PHYSICIANS

(including address, telephone number, and area of medical specialty)

Occupational Clinics / Urgent Care Concentra Medical Center 120 Lytton Ave Ste 275 Pittsburgh, PA 15213 (412) 621-5430	Occupational Clinics / Urgent Care Concentra Medical Center 4390 Campells Run Rd Pittsburgh, PA 15205 (412) 429-9675	Occupational Clinics / Urgent Care Concentra Medical Center 1600 W Carson St Ste 200 Pittsburgh, PA 15219 (412) 391-1137
Occupational Clinics / Urgent Care Workwell 3824 Northern Pike Ste 775 Monroeville, PA 15146 (412) 373-8430	Occupational Clinics / Urgent Care MedExpress Urgent Care - Scott Township 1984 Greentree Rd Pittsburgh, PA 15220 (412) 343-3627	Occupational Clinics / Urgent Care MedExpress Urgent Care-Bloomfield Shadyside 5201 Baum Blvd Pittsburgh, PA 15224 (412) 687-3627
Hospital UPMC Mercy 1400 Locust St Pittsburgh, PA 15219 (412) 432-7569	Orthopedic Surgery Greater Pittsburgh Orthopaedic Associates Thomas D Kramer 2100 Jane St Ste 501 Pittsburgh, PA 15203 (412) 431-5604	Diagnostics, Physical Therapy, Dental, DME One Call Medical Pennsylvania 5750 Centre Ave., Ste. 100 Pittsburgh, PA 15206 (800) 872-2875
General Surgery General and Vascular Surgery Associates Inc Samuel T Simone Jr. 1400 Locust St Ste 3121 Pittsburgh, PA 15219 (412) 207-2632	Neurology Kathy L Gardner 3471 5th Ave Kaufmann Medical Bldg Ste 810 Pittsburgh, PA 15213 (412) 692-4920	Neurology Ahn Neurology 490 E North Ave Ste 500 Pittsburgh, PA 15212 (412) 359-8850
Ophthalmology UPMC Mercy Edward J Chang 1835 Forbes Ave Pittsburgh, PA 15219 (412) 288-0885		

Pharmacy:

Cadence RX

888-813-0023

- You must continue to visit one of these persons listed above, if you need treatment for ninety (90) days from the date of your first visit. If you do not, your employer may not be required to pay for these services.
- After this ninety (90) day period, if you still need treatment and your employer had provided a list as set forth above, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. You must notify your employer of this action within five (5) days of your visit to the person of your choice, or your employer may not be required to pay for these services.
- In the event a posted panel physician recommends invasive surgery, you may seek a second opinion with a physician of your choice. If you choose to undergo the invasive surgery, you must use a posted panel physician for the treatment.
- If no list is provided as above, you may go to a licensed physician or practitioner of the healing arts of your choice.
- If one of the listed persons listed above refers you to another licensed specialist, your employer or his insurer will pay the bill for these services.
- 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.

University's Workers' Compensation claims administrator:PMA Group: 380 Sentry Parkway, Blue Bell, PA 19422 - 412.338.1307

REMEMBER IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

Date: 8/1/2024

