

MEMO

HUMAN RESOURCES

TO: All Employees

FROM: Christina M. Fleeger
Interim Executive Director of Human Resources/
Equal Opportunity Compliance Officer

SUBJECT: Please Read – Action Required – Workers' Compensation Program

Please be advised UPMC WorkPartners is the carrier for the College's workers' compensation program. Workers' Compensation Insurance will be provided for each employee as required by the laws of Pennsylvania. Workers' compensation provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

When any employee, including a student worker, is injured while officially carrying out the duties of his/her position, the injured employee, if possible, must immediately notify the Human Resources Specialist in the Human Resources Office located on Main Campus in the lower level of the Administration Building or by telephone at (724) 287-8711, Ext. 8256. If the work-related injury requires immediate medical attention, notify your immediate supervisor and seek appropriate medical attention from a hospital, physician, or health care provider of your choice. However, when the emergency is resolved, you must seek treatment from a provider listed on the attached Designated Workers' Compensation Provider Panel.

In the event the employee must seek immediate medical attention, the immediate supervisor and/or co-worker should notify the Human Resources Specialist immediately or within twenty-four (24) hours. The employee and supervisor must provide the required information related to the injury in order to complete WorkPartners Workers' Compensation New Claim Form. Whenever an employee is on leave and receiving Workers' Compensation benefits, he/she also will be using FMLA leave, if eligible.

In the event of a work-related injury, you are required to utilize a provider from the attached list. You must treat with one of the health care providers for ninety (90) days from the date of your first visit. If you fail to treat with one of these designated health care providers, the College will not be liable for the payment for services rendered during this ninety- (90) day period. Any health care provider of your choice may provide subsequent treatment. However, you must advise the Human Resources Office within five (5) days of your first visit to each non-designated health care provider. Failure to do so may affect whether the College is liable for payment for services rendered prior to appropriate notice.

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, you may determine the course of treatment to follow provided the second opinion provides a specific and detailed treatment plan. If you choose to follow the second opinion, a panel physician must perform the procedure during the first ninety (90) days. In this instance, you may be required to continue treatment with a panel provider up to one hundred and eighty (180) days.

In addition, you are required to sign and return the attached Employee Rights and Duties and Employee Acknowledgement Forms to the Human Resources Office within five (5) business days.

If you have any questions, please contact me directly at 724-287-8711, Ext. 8353.

Thank you for your attention and cooperation in this matter.

Attachments