Workers Compensation Accident/Injury Process

Please follow the procedures listed below for properly reporting a Workers Compensation Claim. It is important to note that all incidents and/or injuries must be reported immediately to your supervisor.

1. If Immediate medical attention is required – CALL 911
2. Even minor injuries must be reported to the immediate supervisor. For employees in a school building, the school nurse can be instrumental in assisting with this process.
3. Please call the Employee Services Office – 412-884-6300 x7461 to report the injury as soon as possible. If you are not able to speak with someone at that number, please send an email to both Rachel Sprouse (rsprouse@bwschools.net) and Rebecca Gill (rgill@bwschools.net) detailing the following information:
    a. Date and Time of the Injury
    b. Building in which the injury occurred
    c. Brief details about the incident
    d. The specific body part(s) injured including descriptors like left or right, upper or lower, etc.
    e. The name of the immediate supervisor who was notified
    f. Will the employee need to seek additional medical treatment? If yes, where will they seek the treatment
4. Read, Sign and Keep:
    a. **Read:** Requirements for Employer's list of Health Care Providers, Rights and Duties Form – Side 1 and Side 2
    b. **Sign:** The NOTICE: MEDICAL TREATMENT FOR YOUR WORK INJURY OR ILLNESS. Send the completed form to Employee Services
    c. **Keep:** Notice to Employees. This has the approved panel of providers listed
    d. **Keep:** Temporary Prescription Card. The injured employee should keep these documents and refer them should they need to fill a prescription.
5. If the employee is seeking additional medical attention from a panel provider, the employee MUST return all forms received from the doctor's office to the Employee Services Department. Employees should retain copies of these documents for their own records.

Revised: July 1, 2024
(AMFED Insurance)

BALDWIN WHITEHALL SCHOOL DISTRICT (ALLEGHENY COUNTY)

ASCOT INSURANCE

Workers' Compensation Program: Designated Health Care Providers

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.

- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.

- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.

- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. 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.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
8th Avenue Medical Center	330 East Eighth Avenue	Homestead, PA 15120	412.462.6001	Internal Medicine
Campbell & Philbin Medical Assoc.	92 Bradford Avenue	Crafton, PA 15205	412.922.2111	Internal Medicine
Douglas Clough, MD & Assoc.	9401 McKnight Rd., Ste. 106	Pittsburgh, PA 15237	412.366.7070	Internal Medicine
Assoc. in Neurology of Pittsburgh	575 Coal Valley Road	Clairton, PA 15025	412.466.3111	Neurology
Allegheny Neurological Associates	420 East North Ave., Ste. 206	Pittsburgh, PA 15212	412.359.8850	Neurology
AHN Neurosurgery	320 East North Ave., Ste. 208	Pittsburgh, PA 15212	412.359.6200	Neurology
St. Clair Occupational Medicine	2000 Oxford Drive, Ste. 100	Bethel Park, PA 15102	412.942.7115	Occ. Medicine
Falcon ER	1241 Freedom Rd., Ste. 1A	Cranberry Twp., PA	724.235.6000	Occ. Medicine
Allegheny Medical	2000 Cliff Mine Rd. Park W. 2, #110	Pittsburgh, PA 15275	412.494.4550	Occ. Medicine
Occupational Healthcare	251 Seventh Street, Ste. 201B	New Kensington, PA	724.335.6662	Occ. Medicine
Associated Eye Physicians and Surgeons	102 Broadway Street, Ste. 406	Carnegie, PA 15106	412.279.8228	Ophthalmology
Pittsburgh Oculoplastic Assoc., Ltd.	5750 Centre Ave., Ste. 230	Pittsburgh, PA 15206	412.681.4220	Ophthalmology
Sewickley Eye Group	400 Broad Street, Ste. 2020	Sewickley, PA 15143	412.741.4610	Ophthalmology
Sightline Laser Eye Center	500 N. Lewis Run Rd. Ste. 216	West Mifflin, PA 15122	724.933.5588	Ophthalmology
Orthopaedic Specialists-UPMC	1300 Oxford Dr., Ste. 1C	Bethel Park, PA 15102	877.471.0935	Orthopedics
Allegheny Orthopedic Assoc	160 Gallery Dr., Ste. 144	Canonsburg, PA 15317	877.660.6777	Orthopedics
Orthopaedic Specialists-UPMC	1600 Coraopolis Heights Rd., Ste. G1	Coraopolis, PA 15108	877.471.0935	Orthopedics
AHN Orthopedic Institute	495 Waterfront Drive East, Ste. 200	Homestead, PA 15120	412.678.0534	Orthopedics
AHN Orthopedic Institute	1200 Brooks Lane, Ste. G20	Jefferson Hills, PA 15025	412.267.5040	Orthopedics
Tri Rivers Musculoskeletal Centers- UPMC	6998 Crider Road, Ste. 110	Mars, PA 16046	866.874.7483	Orthopedics

BALDWIN WHITEHALL SCHOOL DISTRICT (ALLEGHENY COUNTY)

ASCOT INSURANCE

Workers' Compensation Program: Designated Health Care Providers

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.

- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.

- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.

- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. 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.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
Orthopaedic Specialists-UPMC	1500 5th Avenue	McKeesport, PA 15132	877.471.0935	Orthopedics
Orthopaedic Specialists-UPMC	4803 Northern Pike	Monroeville, PA 15146	877.471.0935	Orthopedics
AHN Orthopedic Institute	2550 Mosside Blvd., Ste. 405	Monroeville, PA 15146	412.373.1600	Orthopedics
Tri Rivers Musculoskeletal Centers- UPMC	9104 Babcock Blvd. Ste. 2120	Pittsburgh, PA 15237	412.367.0600	Orthopedics
South Hills Orthopaedic Surgery	2000 Oxford Drive, Ste. 211, 2nd Fl.	Pittsburgh, PA 15102	412.283.0260	Orthopedics
Orthopaedic Specialists-UPMC	2310 Jane Street	Pittsburgh, PA 15203	877.471.0935	Orthopedics
Allegheny Orthopedic Assoc	59 Fort Couch Road	Pittsburgh, PA 15241	877.660.6777	Orthopedics
Allegheny Orthopedic Assoc	1307 Federal Street	Pittsburgh, PA 15212	877.660.6777	Orthopedics
AHN Orthopedics	3001 Cool Springs Dr., Floor 1M	Pittsburgh, PA 15234	412.469.1660	Orthopedics
Orthopaedic Specialists-UPMC	111 Hazel Lane, Ste. 200	Sewickley, PA 15143	877.471.0935	Orthopedics
Orthopaedic Specialists-UPMC	1907 Lebanon Church Road, Ste. 201	West Mifflin, PA 15122	877.471.0935	Orthopedics
Western PA Surgery Center	6001 Stonewood Drive	Wexford, PA 15090	724.933.3800	Orthopedics
AHN Orthopedic Institute	12311 Perry Hwy 2nd Fl	Wexford, PA 15090	724.933.6629	Orthopedics
Orthopaedic Specialists-UPMC	2001 Lincoln Way	White Oak, PA 15131	877.471.0935	Orthopedics
UPMC – GoHealth Urgent Care	4655 William Flynn Hwy., Ste. 110	Allison Park, PA 15101	412.219.7429	Urgent Care
AHN Urgent Care Center	501 Braddock Avenue	Braddock, PA 15104	412.636.5050	Urgent Care
UPMC – GoHealth Urgent Care	3024 Washington Pike	Bridgeville, PA 15017	412.564.6152	Urgent Care
Falcon Urgent Care	1241 Freedom Road	Cranberry Twp., PA	724.235.6000	Urgent Care
UPMC – GoHealth Urgent Care	4145 William Penn Highway	Monroeville, PA 15146	412.516.9134	Urgent Care
UPMC – GoHealth Urgent Care	8702 University Blvd.	Moon Township, PA	412.397.7305	Urgent Care

BALDWIN WHITEHALL SCHOOL DISTRICT (ALLEGHENY COUNTY)

ASCOT INSURANCE

Workers' Compensation Program: Designated Health Care Providers

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

If you suffer a work-related injury, immediately report the injury to your supervisor. Failure to do so may delay your benefits or may cause you to lose your rights to benefits. For necessary medical treatment and supplies to be paid by your employer:

- All treatment must be obtained from one of the healthcare providers listed below.

- You must continue to visit one of the healthcare providers listed below if you need treatment for 90 days from the date of your first visit. If one of the providers listed below refers you to another licensed specialist, those services will be paid.

- After this 90-day period, if you still need treatment, you may go to another healthcare provider for treatment as long as you notify your claims adjuster within five (5) days of your visit to a new provider.

- If a listed physician prescribes invasive surgery, you have the right to obtain a second opinion from a physician of your choice. If a second opinion differs from that of the listed physician's opinion, you may determine which course of treatment to follow; however, the second opinion must contain a detailed treatment plan. 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.

If you are faced with a medical emergency, you may secure initial emergency treatment from any emergency facility. However, when the emergency is resolved, follow-up treatment must be obtained from one of the following healthcare providers. If you choose to treat with an out-of-state provider, you may be subject to balance billing.

NAME OF PROVIDER	STREET	CITY, STATE, ZIP	PHONE	SPECIALTY
UPMC – GoHealth Urgent Care	3516 Saw Mill Run Blvd.	Pittsburgh, PA 15227	412.564.6470	Urgent Care
UPMC – GoHealth Urgent Care	7219 Mcknight Road	Pittsburgh, PA 15237	412.318.5961	Urgent Care
UPMC – GoHealth Urgent Care	1535 Washington Road	Pittsburgh, PA 15228	412.593.4818	Urgent Care
UPMC – GoHealth Urgent Care	1984 Greentree Road	Pittsburgh, PA 15220	412.440.8659	Urgent Care
UPMC – GoHealth Urgent Care	50 Freeport Rd., Ste. 500	Pittsburgh, PA 15215	412.407.2864	Urgent Care
UPMC – GoHealth Urgent Care	695 Clairton Blvd.	Pleasant Hills, PA 15236	412.714.2667	Urgent Care
UPMC – GoHealth Urgent Care	303 East Tenth Avenue	Tarentum, PA 15084	724.230.4386	Urgent Care

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 _____ _____ for you to view. Also, you may get a copy of this list from _____ _____.

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.

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

Temporary Prescription Card

Please use this card if your injury occurred in one of the following states:

Alabama	Georgia	Iowa	Minnesota	Nebraska	South Carolina
Arkansas	Illinois	Kansas	Mississippi	North Carolina	South Dakota
Florida	Indiana	Michigan	Missouri	Oklahoma	Tennessee
				Pennsylvania	Wisconsin

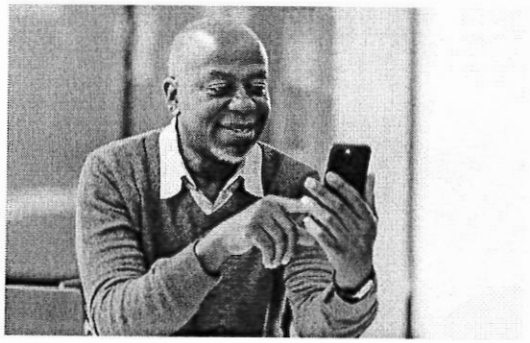
ScriptAdvisor

First Fill with Ease

Text. Call. Email.
Medications Your Way.

Ensure that your employees have access to the medications they need without a delay or a co-pay.

Our Quick Access text system provides instant access to vital first fill information. The Pharmacy Solutions Customer Assistance Center can also provide first fill info and answer any questions for the injured employee by phone or email.



Three Ways to Receive First Fill Information

Call us at:
866.846.9279

Email us at:
RapidFill@mitchell.com

Text "ASCOT"
to 858.358.7110

Have Questions?

Contact Customer Assistance
866.846.9279

Call 866.846.9279 **Email** scriptadvisorcs@mitchell.com **Visit** mitchell.com/scriptadvisor

mitchell
AN ENLYTE COMPANY