

NOTICE TO EMPLOYEES



IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT, YOUR EMPLOYER, **WILKES UNIVERSITY**, IS PROVIDING THE FOLLOWING PANEL OF PHYSICIANS TO TREAT INJURED WORKERS. YOUR EMPLOYER'S THIRD PARTY ADMINISTRATOR (TPA) IS



Self-Insured Services Company, Inc.
P.O. Box 42737 Baltimore, MD 21284 1-866-288-9290

IN CASE OF WORK-RELATED INJURY

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, hospital treatment, orthopedic appliances and prostheses, including training in their use.
2. In order to insure that your medical treatment will be paid by your employer or the insurance company, you must select from one of the licensed physicians or practitioners of the healing arts listed below:

<u>SPECIALTY</u>	<u>PROVIDER NAME & ADDRESS</u>	<u>LOCATION</u>	<u>PHONE</u>
Occupational	Concentra	268 Highland Park Blvd. Wilkes Barre, PA 18702	570-822-8831
Orthopedic	Bone & Joint Of Wyoming Valley Dr Michael Banas	220 South River St. Plains, PA 18705	570-826-1555
	The Knee Center Dr David Cooper	744 Kidder St., Suite 2 Wilkes Barre, PA 18702	570-825-5633
General Surgery	Joseph Radilla, D.O.	476 East Northampton St. Wilkes Barre, PA 18702	570-825-4460
Ophthalmology	Eye Care Specialists	703 Rutter Ave. Kingston, PA 18704	570-288-7405
Chiropractor	Dr Richard Armellei	3 North River St. Plains, PA 18705	866-793-9788
Physical Therapy	Northeast Rehab	150 Mundy St. Wilkes Barre, PA 18702	570-824-0930

3. 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.
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 licensed physician or practitioner of the healing arts for treatment. Your bills will be paid for IF:
 - a. You notify your employer in writing of this action or choice within five (5) days of your visit.
 - b. Your licensed physician or practitioner of the healing arts files reports as required. These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.

5. If no list is provided as above (No. 2), you may go to a licensed physician or practitioner of the healing arts of your choice.
6. If one of the persons listed above refers you to another licensed specialist, your employer or his insurer will pay the bill for these services.
7. 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

**ALL INJURIES, NO MATTER HOW MINOR, SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.
REMEMBER, IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY.**