

NOTICE OF RIGHTS AND DUTIES

Pennsylvania law requires employers to notify employees of their rights and duties regarding medical services provided under the Workers' Compensation Law (the Act). This notice will provide you a summary of the applicable provisions of the Act:

- You have the right to have all reasonable medical supplies and treatment related to the injury paid for by your employer as long as treatment is related to the work injury.
- You have the right to seek treatment from a referral provider if a provider refers you, and your employer shall pay for treatment rendered by the referral provider.
- You have the right to seek emergency medical treatment from any provider.
- You have the right to seek an additional opinion from any health care provider of your choice when a provider prescribes invasive surgery for you. If the additional opinion differs from the opinion of the provider and the additional opinion provides a specific and detailed course of treatment, you shall determine which course of treatment to follow.

ACKNOWLEDGEMENT OF RIGHTS AND DUTIES

I hereby acknowledge that my employer has provided me with a copy of this "Notice of Rights and Duties". I have been informed of and I understand my rights and duties pertaining to medical treatment for work related injuries hereunder. This notice was presented to me at (check one):

- Time of hire or orientation
- Immediately after the injury, or as soon thereafter as possible
- Other: _____

Employee Signature

Date

Employer Representative

Date

Workers' Compensation Insurance

Wilkes University provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should immediately inform their supervisor of the incident and file a report with the Public Safety Office. In the event that the employee is unable to do so, the supervisor should notify the Public Safety Office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

If you are injured while at work and medical treatment is necessary, you are required to visit one of the physicians or health care providers on the list designated by Wilkes University for a period of 90 days from your initial visit with the physician or health care provider. During the 90 day period, you may change from one designated physician or health care provider on the list to another physician or health care provider on the list, and the treatment will be eligible for payment. A list of designated physicians and health care providers may be obtained from the supervisor, Public Safety Office or Human Resources Development Office.

You have the right to obtain emergency medical treatment from a non-designated physician or health care provider. However, the subsequent non-emergency treatment must be provided by a designated physician or health care provider for the remainder of the 90 day period.

You may seek treatment or consultation from a non-designated physician or health care provider during the first 90 day period after a work related injury or illness; however, you will be responsible for the charges for this treatment during the 90 days of treatment from your initial visit.

Neither Wilkes University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Wilkes University.

Policy No. 306 Effective Date: 2/1/2004



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:

SISCO

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:

Specialty	Provider Name & Address	Location	Phone
Occupational	Concentra	268 Highland Park Blvd. Wilkes Barre, PA 18702	570-822-8831
Orthopedic	Bone & Joint of Wyoming Valley	220 South River St. Plains, PA 18705	570-826-1555
General Surgery	Joseph Ridilla, DO	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 specialists, 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.

JANUARY 2017

Commonwealth of Pennsylvania
DEPARTMENT OF LABOR AND INDUSTRY
Bureau of Workers' Compensation
Harrisburg, PA 17104-2501

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY.

- THE NAME, ADDRESS AND TELEPHONE NUMBER OF YOUR EMPLOYER'S WORKERS' COMPENSATION INSURANCE COMPANY, THIRD PARTY ADMINISTRATOR, OR PERSON HANDLING WORKERS' COMPENSATION CLAIMS FOR YOUR COMPANY IS CONTAINED BELOW.

WILKES UNIVERSITY
EMPLOYER NAME

UNIVERSITY & COLLEGE INSURANCE CONSORTIUM
NAME OF SELF INSURED GROUP

SHARED SERVICES CONSORTIUM, LLC
NAME OF THIRD PARTY ADMINISTRATOR:

P.O. BOX 90 MECHANICSBURG, PA 17055-0090
ADDRESS

(717) 796-2200 OR (800) 641-6330
TELEPHONE NUMBERS