

**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 reporting the injury/illness immediately 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, and 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 Duquesne's Office of Environmental Health & Safety 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 Office of Environmental Health & Safety 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 Environmental Health & safety, Room 202 A Fisher Hall. The list of providers and the rules governing medical treatment change periodically, so you should consult the Office Environmental Health & Safety 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 or approved provider or you may go to another physician or health care provider of your choice. You must notify the Office of Environmental Health & Safety, (412) 396-6677, within five (5) days of treatment with a non-panel provider. This non-panel provider must provide an initial medical report to the Office of Environmental Health & Safety 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 Office of Environmental Health & Safety 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): Time of Hire When I was injured Other

NAME (Print) _____ DATE _____

SIGNATURE _____

DUQUESNE UNIVERSITY
MEDICAL PROVIDER NOTICE for WORK-RELATED INJURIES/ILLNESSES
Effective: November 15, 2004

If you experience a work-related injury or illness, your employer, Duquesne University, through its Third Party Administrator, CompServices, Inc., P.O. Box 3460, Pittsburgh, PA 15230, (412) 402-4200, shall provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies, and orthopedic appliances and prostheses, as and when needed. These services will be provided to you under Duquesne University's Workers' Compensation program as described below:

- To insure that your medical treatment will be paid by Duquesne University, you are required to visit one of the providers listed below or any provider designated directly by Duquesne University's Office of Environmental Health & Safety:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>SPECIALTY</u>
Duquesne University Health Service *	Towers Learning Center	(412) 396-1650	General
Mercy Hospital Emergency Department	1400 Locust Street Pittsburgh, PA 15219	(412) 232-8222	Emergency Medicine
The PT Group	1501 Locust Street, Suite G-8 Pittsburgh, PA 15219	(412) 261-5650	Physical Therapy Other Various Locations
Mercy Orthopedics Assoc.	1515 Locust Street Pittsburgh, PA 15219	(412) 232-5800	Orthopedics
Tri-State Orthopedics	Pittsburgh Office & Research Park 5900 Corporate Dr., Suite 200 Pittsburgh, PA 15237-7004	(412) 369-4000 X322	Orthopedics
Associated Surgeons of West PA	4815 Liberty Avenue, Suite 300 Pittsburgh, PA 15224	(412) 578-0282	General Surgery
Robert Baraff, M.D.	4815 Liberty Avenue, Suite 432 Pittsburgh, PA 15224	(412) 681-1115	Neurology
James E. Wilberger, M.D.	320 E. North Avenue, Suite 302 Pittsburgh, PA 15212	(412) 359-6200	Neurosurgery
Bill Marino, DC	507 Greenfield Avenue Pittsburgh, PA 15207	(412) 421-3060	Chiropractic Care
Everett & Hurite	1401 Forbes Ave. 3 rd floor Pittsburgh, PA. 15219	(412) 288-0885	Ophthalmology

* Duquesne University Health Service is owned and operated by Duquesne University.

- If you need further treatment, you must continue to visit the same or another designated physician or health care provider on the list or one designated by the office of Environmental Health & Safety for **the first ninety (90) days** from the date of your first treatment. Should you not comply with the foregoing, Duquesne University shall be relieved from liability for the payment of services rendered during such applicable period.
- If one of the Panel health providers listed above or a University approved provider refers you to another licensed specialist or medical provider, Duquesne University will pay for these services, provided they are reasonable and necessary. If a Panel or approved provider recommends invasive surgery, you may obtain a second opinion from a non-Panel provider at the expense of Duquesne. 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 your first visit with the "second-opinion" provider.
- If after a 90-day period you still need medical treatment, you may choose to go to another licensed medical provider not listed above. Your bill will be paid **ONLY** if you notify the office of Environmental Health & Safety, (412) 396-6677, within five (5) days of your first visit, and if your treating medical provider files a report with the office of Environmental Health & Safety within ten (10) days of the initial treatment and at least once a month thereafter, as long as treatment continues. Duquesne University shall not be liable to pay for such treatment until a report has been filed.
- In case of a medical emergency, you may be treated at the closest Emergency Department. However, any follow up medical care must be provided by one of the designated medical professionals for the first ninety (90) days from the date of your first treatment.

All bills and questions regarding Workers' Compensation should be directed to office of Environmental Health & Safety at (412) 396-6677.

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

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