

Carnegie Mellon[®] HUMAN RESOURCES

TO: New Employees

FROM: Director of Total Compensation

DATE: March 31, 2004

SUBJECT: Work-Related Injuries/Illnesses
Pennsylvania Workers' Compensation

The purpose of this memo is to provide you with updated information concerning the workers' compensation program. Pennsylvania's Workers Compensation program was established in the early 1900's to reduce workplace injuries and provide for wages lost and medical benefits to employees who became ill or injured through the course of their employment. Carnegie Mellon provides workers' compensation coverage to its employees as required by State regulation. Carnegie Mellon's workers' compensation program is insured by The Hartford. This booklet describes the claims filing process and benefits for workers' compensation.

Any employee who sustains a work-related injury or illness should obtain medical treatment through CONCENTRA by calling 412-621-5430. CONCENTRA (and previously UPMC Work Partners) has been Carnegie Mellon's panel of health care providers for work-related injuries and illnesses since 1996. See the enclosed medical provider list on page 3 for the names and specialties of the panel.

Purpose of Medical Panel

The purpose of the medical panel is to make available appropriate quality care for employees who sustain a work-related injury or illness. Physicians and other medical care providers on the panel are board-certified, experienced professionals who regularly deal with occupational illness and injury.

Carnegie Mellon does not employ these medical care providers but must pay them for medical treatments associated with an employee's work-related injury or illness.

The medical care providers on the panel are committed to providing Carnegie Mellon employees with the best possible care and to work with the employee and Carnegie Mellon in returning employees to work as soon as they are medically able.

Some of the benefits of a medical panel for employees are:

- Early intervention by appropriate specialists when needed;
- Specialized care available when needed;
- Immediate rehabilitation, where appropriate or required;
- Improved recovery time;
- Coordination of care among providers; and
- A quicker return to productive life, both work and personal.

We believe that by providing an experienced medical panel, employees will be able to receive prompt, appropriate, quality health care in the event of a work-related injury or illness.

Following is a brief description of workers' compensation and how it will help protect you financially if you experience a work-related injury or illness.

Purpose of the Pennsylvania Workers' Compensation Act

The Pennsylvania Workers Compensation Act provides medical benefits and payment for lost wages to Pennsylvania employees who sustain a work-related injury or illness through the course of employment. Workers' compensation coverage is mandatory in Pennsylvania. Carnegie Mellon provides this benefit to all employees.

Benefits provided by the Pennsylvania Workers' Compensation Act

1. **Payment of Medical Expenses.** Reasonable and necessary medical expenses are paid for work-related injuries or illnesses even if the employee does not miss any days away from work. Medical benefits are paid for as long as the employee requires treatment for the work-related injury or illness.
2. **Replacement of Lost Wages.** An employee is paid a portion of his/her salary if the employee is unable to work due to a work-related disability, up to a maximum amount per week as provided by law. Payment begins after 7 calendar days. This is known as the waiting period. If an employee is unable to work for more than 14 calendar days, then benefits begin retroactively as of the date of disability.
3. **Specific Loss Benefits.** Benefits are payable, in specified amounts as defined by law, for the loss of vision, hearing, and/or the use of a limb, including fingers and toes.
4. **Disfigurement Benefits.** Benefits are payable for serious, permanent disfigurement of the head, face or neck.
5. **Death Benefits.** An employee's dependents may claim benefits if an employee dies due to a work-related injury or illness.

If after reading the answers to commonly asked questions you have additional questions regarding the medical panel or workers' compensation, please contact the Carnegie Mellon Benefits Office, 412-268-4747 or hrhelp@andrew.cmu.edu.

NOTICE TO EMPLOYEES

CARNEGIE MELLON UNIVERSITY HAS PROVIDED FOR THE PAYMENT OF BENEFITS UNDER THE PENNSYLVANIA WORKERS' COMPENSATION ACT

Any employee injured at work should report immediately to his/her supervisor.

IN THE CASE OF WORK-RELATED INJURY:

A. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies.

B. To insure that your employer will pay for medical treatment, you must select one of the below-listed physicians for medical treatment. For a life threatening emergency, report to UPMC-Shadyside Hospital's Emergency Department or the nearest hospital.

C. To ensure that your employer or the insurance company will pay for your follow-up medical treatment, you must select one of the below-listed physicians or practitioners of the healing arts. To schedule an appointment please call the designated phone numbers.

Doctor:	CONCENTRA Medical Center	Phone: (412) 621-5430
Address:	CONCENTRA – University Center, 120 Lytton Avenue – Suite 275, Pittsburgh, PA 15213	

Doctor:	Tri-State Orthopedics & Sports Medicine	Phone: (412) 696-0300
Address:	100 Medical Arts Building, Suite 108, Pittsburgh, PA 15232	

Doctor:	Physical Medicine & Rehabilitation Experts (Paul S. Lieber, M.D. and Marc J. Adelsheimer, M.D.)	Phone: (412) 681-1638
Address:	580 S. Aiken Avenue – Suite 100, Pittsburgh, PA 15232	

Doctor:	Neurosurgery Group of Western Pennsylvania	Phone: (412) 682-5900
Address:	4401 Penn Avenue – Suite 2900, Pittsburgh, PA 15224	

Doctor:	Emergency Medicine Physician	Phone: (412) 623-2063
Address:	UPMC Shadyside Hospital, 5230 Centre Avenue, Pittsburgh, PA 15232	

Doctor:	Brett W. Carothers, D.C. (Chiropractic Medicine)	Phone: (412) 374-1400
Address:	218 Center Road, Monroeville, PA 15146	

D. If you need ongoing treatment, you must receive treatment from one of the physicians listed for ninety (90) days from the date of your first visit.

E. After this ninety (90) day period, if you still need treatment, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. You must notify the Benefits Office (Phone: 412-268-4747) of this action within five (5) days of your visit to the practitioner of your choice.

F. If one of the physicians listed above refers you to another licensed specialist, your employer or their insurer will pay the bill for these services if the treatment is related to the work-related condition or injury.

G. Remember, it is important to tell your employer about your injury immediately!

WORK-RELATED INJURY/ILLNESS

COMMON QUESTIONS AND PROCEDURES

Employees are often unaware of the steps that he or she should take to report a work-related injury or illness and to obtain treatment. The following are some of the more common questions that are asked of the Supervisor and/or the Benefits Office following an injury or illness as a result of the employee's job duties or work environment.

1. EMERGENCY MEDICAL ATTENTION

If I am injured while working, what should I do?

Determine if emergency treatment is required. If immediate medical treatment is needed, faculty and staff will be transported by Security to UPMC Shadyside Hospital. Students will be transported by Security to Presbyterian University Hospital.

If the injuries are more severe and Security is unable to respond or assist, transportation by ambulance is suggested.

When I went to the Emergency Room, the doctor gave me a prescription for medication. Where do I get the prescription filled and who pays for it?

Our Workers' Compensation administrator partners with **Tmesys Pharmacy Network** to allow injured employees to fill Rx's at no cost to them and with no billing hassle. More than 50,000 local and national pharmacies participate in the Tmesys network, including: Eckerd Drug, Giant Eagle, Kmart, Medicine Shoppe, Wal-Mart and CVS. (Rite Aid, Target and Walgreens do not participate.) We suggest you call the pharmacy prior to getting your Rx filled if you are unsure if they participate with Tmesys.

When you go to a participating pharmacy, inform the pharmacist that the Rx is for a work-related injury/illness, your claim number (which you will obtain when the claim is reported) and that they should bill online directly to Tmesys. (If the pharmacy needs help with billing, they can contact Tmesys directly at 1-800-964-2531.)

If you pay for part or all of the Rx yourself, you will not be reimbursed for the full amount you paid because payment of medical bills, including Rx's, is limited under the PA Workers' Compensation Act. So be sure to save yourself money, time and effort by using a Tmesys participating pharmacy and indicating that the Rx is related to a Worker's Compensation claim.

2. NON-EMERGENCY MEDICAL TREATMENT

I'm hurt but not badly. I'd rather continue working and see a doctor later today or tomorrow. Is that okay?

Yes. You may contact one of the physician's on the medical panel provided by Carnegie Mellon or a medical care provider of your choice. If you elect to receive your non-emergency (first visit) treatment from your own physician, any follow-up care must be provided by a panel physician.

Do I need to make an appointment to see one of the panel physicians, or may I drop in?

You must call CONCENTRA at 621-5430 to schedule an appointment. Normally, UPMC Work Partners will schedule you for later that day or the next day. Drop-ins are not accepted. If you call after 5 p.m., leave a message and someone from CONCENTRA will return your call the next workday morning and schedule an appointment for you. If you feel you need immediate care, go to the emergency room at UPMC Shadyside Hospital.

How should I get to the doctor's appointment? Where do I park?

If you are on campus and need transportation, you may request a ride from Carnegie Mellon Security by calling 412-268-2323. Security will also pick you up after your appointment and return you to campus. If you drive park in the garage (under the UPMC Medical Center building at 120 Lytton Avenue), the doctor's office will validate your parking ticket.

3. REPORTING AND FORMS

Who should I notify about my injury/illness?

Notify your Supervisor as soon as possible so that the appropriate Injury/Illness Report can be completed. This report is sent to the Benefits Office so a claim, if needed, can be filed.

I don't wish to complete any paperwork or file a workers' compensation claim because I don't want my income to be reduced. Do I have to file a claim?

You do not have to file a workers' compensation claim if you don't want to. However, you will be responsible for any expenses incurred. Any medical expenses you incur will not be paid by Carnegie Mellon, nor will you receive any compensation benefits. Your health insurance plan will not pay for the medical expenses if it is determined that the expenses are for a work-related injury/illness.

If you decide to file a workers' compensation claim at a later date, you have 120 days from the date of the injury/illness in which to give notice of your work-related injury/illness as provided under the PA Worker's Compensation Act. If you do not give notice within this time period, your claim will be denied.

Is there any paperwork that I need to sign as the injured employee?

You should sign the Supervisor's Injury/Illness Report once your Supervisor has obtained the information from you concerning your incident and injury/illness. You will also be asked to sign the Employee's Acknowledgment of Sec. 306(f)(1)(i) which gives you notice that your employer has posted a Medical Panel and what is required of you as an employee when seeking medical treatment for a work-related injury or illness.

Am I given a copy of these forms/reports?

You will receive a copy of the Employee's Acknowledgment of rights and responsibilities as required under the Pennsylvania workers' compensation act. There are no provisions for you to be given a copy of the Supervisor's Injury/Illness Report at this time.

What if I can't sign because I'm unconscious or rushed to the Emergency Room?

Then your Supervisor should sign the forms making sure that you are given the Employee's Acknowledgment as it gives you the required notice of your duties once an injury/illness is reported. The Supervisor's Injury/Illness Report will be sent to the Benefits Office to be processed and a copy of the Employee's Acknowledgment will be attached.

If I'm taken to the hospital and they want information about whom they should send the bill to, what do I tell them?

The hospital should forward their bill to the attention of the Benefits Office at Carnegie Mellon, 5000 Forbes Avenue, Pittsburgh, PA 15213.

What should I do with the medical bill if I receive it at my home?

Please send the bill to the Benefits Office.

4. PANEL PHYSICIAN

How long do I have to see the Panel Physician?

Under the Workers' Compensation Act you must treat with the Panel Physician for ninety (90) days following the date of your first treatment with the panel member.

Does that mean I have to treat with the Panel Physician daily for a period of ninety (90) days?

No. You're only required to treat with the Panel Physician as many times as the Physician feels it's medically necessary within the ninety (90) day period following the first date of treatment with the Panel Physician.

What if I call the Panel Physician and they can't see me right away, can I continue seeing my personal Physician?

No. The Medical Panel Physicians have agreed to provide medical treatment to our injured employees as soon as possible. However, if there is an emergency, you should go to the Emergency Room at UPMC Shadyside Hospital.

What if I see a Panel Physician and I don't like him/her or I think the treatment isn't helping. Can I see someone else?

Yes. If you are still within the ninety (90) days of treatment with the first Panel member you can select another Physician from the Panel.

If it is after the ninety (90) days of treatment with the panel member, you can see any Physician upon notifying Carnegie Mellon's Benefits Office.

What if the Panel Physician refers me to someone else who is not on the Panel?

If the Panel Physician cannot provide you with the expertise you need, he or she may refer you to another physician to provide you with the best possible medical treatment for your injury/illness. Should this happen, Carnegie Mellon will be responsible for the payment of the services provided the services are related to the work injury/illness.

What if my injury/illness cannot be treated by a Physician on the Medical Panel or I need a specialist that is not on the Medical Panel?

You should always go to a Panel Physician first. If a specialist is needed, the panel member will refer you to the appropriate specialist.

Can my employer require that I see a physician who is not on the panel?

Yes, your employer has the right under the PA Workers' Compensation Act to request that the employee be evaluated by another Physician. This is more commonly known as an Independent Medical Examination or IME.

What law says an employer may provide a medical panel for employees seeking medical treatment for a work-related injury/illness?

The Workers' Compensation Act for the State of Pennsylvania governed by the Department of Labor in Harrisburg, PA.

**5. FOLLOW-UP TREATMENT IS RECOMMENDED;
TREATMENT IS WITH THE FAMILY PHYSICIAN**

When I went to the Emergency Room they said I need to follow-up with a specialist or see my family Doctor. What do I do next?

You must seek medical treatment with a Panel Physician for a period of ninety (90) days from the date of the first treatment.

What if I treat with my own Doctor and never go to the Panel Physician following the emergency treatment?

The medical bills for services provided by your Doctor will be denied.

If I see my own Doctor, won't his bills be paid under my group insurance?

No. Group insurance should deny any payments to your own Physician if it is determined that the treatment is for a work-related injury or illness.

If my Doctor orders diagnostic tests like x-rays or blood work-ups, will they be covered?

Only if these tests are performed at the emergency (first visit) treatment stage. If these tests are performed after the emergency (first visit) or at a follow-up visit and you haven't treated with a Panel Physician, the bills for these services will be denied. If the ninety (90) days of treatment

with the Panel Physician is complete and your Physician now orders these tests, then payment will be made, provided they are for an evaluation of the injury/illness in accordance with the Workers' Compensation Act and the Benefits Office is notified of the change in physicians.

If I treat with my own Doctor and pay his bills out of my pocket, how will this affect my disability payment for wage loss?

If you refuse to treat with any of the Physicians posted on the Medical Panel you can treat with your Physician and pay the medical expenses out of your pocket. This will not affect your disability income payments. However, the medical expenses will not be covered.

If my Doctor wants to do surgery but I didn't see a Panel Physician, will it be covered?

Only if the personal Physician performs the surgery at the first (emergency) visit. Unless you treated with a Panel Member for ninety (90) days, payment would be denied. If you treated with the Panel Physician for the required time, then went to your personal Physician, payment would be made by Carnegie Mellon.

If I need therapy, who will pay for my treatment?

If the Panel Physician orders therapy treatment, Carnegie Mellon will make the payment. If it's suggested by your personal Physician and this service is performed at the initial (emergency) visit then payment would also be made by Carnegie Mellon.

6. AFTER NINETY (90) DAYS OF TREATMENT WITH THE PANEL PHYSICIAN

If I still need treatment after I've treated with the Panel Physician for the ninety (90) days, can I continue to stay under the care of this Physician?

Yes. You can continue your care under the Panel Physician for the work-related injury or illness.

I've completed 90 days of treatment with the Panel Physician. Now may I see my own doctor?

Yes. Under the Workers' Compensation Act you can see your Physician provided that you give notice to the Benefits Office at Carnegie Mellon and that the treatment is related to your injury/illness.

What kind of notice do I have to give?

Under the revisions of the Workers' Compensation Act of 1993, the employee is now required to report to the employer within five (5) days of treatment that he or she is seeing another Physician. Carnegie Mellon faculty, staff or working students are required to report to the Benefits Office the change of treating Physicians. Call (412) 268-4747.

What if I forget to tell my employer that I'm going to see someone else for treatment?

Until you give notice to your employer, they are not responsible for the payment of the services in accordance with Act 44.

If I see a Panel Physician and I'm not scheduled for a follow-up visit but I think I still need medical treatment, can I see my Doctor?

Yes. But the reason for the Panel Physician not asking to see you again and your need for additional treatment will be investigated. Payment of the bill will depend on the medical report from your Physician and whether the additional treatment is medically necessary to treat the injury/illness.

I've had an injury and treated with the Panel Physician for the ninety (90) days. I'm now treating with my Doctor and he or she finally says I can return to work. Who gives me the release slip to turn into my Supervisor so that I may return to work?

The most current treating physician should provide the release. In this case, your Physician is the most current treating physician so a release from your Physician is sufficient.

7. INDEPENDENT MEDICAL EXAMINATIONS

What if I refuse to be seen by an IME Physician?

The employer has the right to file a Petition of Employer for Physical Examination of Employee with the Department of Labor. This generally results in a hearing before the Workers' Compensation Judge who will order the employee to attend the examination.

8. DISABILITY

The Emergency Room Physician gave me a slip that said I can return to work. What should I do with this?

Report back to your Supervisor and provide him/her with the return to work slip.

I went to the Emergency Room and the Physician gave me a slip that said I can't return to work until I see another doctor or the Panel Physician. What should I do with this slip?

Report the result of your visit at the Emergency Room to your Supervisor and tell him/her that you received such a slip that disables you from work. A copy of this slip should also be sent to your supervisor. You should contact the Panel Physician for follow-up medical treatment and/or evaluation of your condition and determination of the disability.

What happens if the Panel Physician tells me I can't return to work?

You should again report this to your Supervisor. The Panel Physician will contact the Benefits Office at Carnegie Mellon and report your disability status.

How will I get paid while I'm unable to work?

Under the Workers' Compensation Act, any employee who is off work for less than seven (7) calendar days is not paid disability. This is known as the waiting week. Should your disability last eight (8) through thirteen (13) days, the disability will be paid for those days. If the disability is fourteen (14) calendar days or more, you will be paid from the first day of disability until you return to work.

How much will I receive from Worker's Compensation for my disability?

The amount of payment will depend on the wages you earned for the fifty-two (52) weeks prior to the date of the injury and the rate schedule as issued by the Workers' Compensation Division of the Department of Labor.

If I'm off for less than seven (7) days I'll lose income. What options do I have for getting paid?

If you are off for less than seven (7) days, you may request PTO time (sick days for employees who have sick days) so that there is no loss of income.

When can I expect the first payment if I'm off on disability as a result of the work-related injury or illness?

Carnegie Mellon and our Third Party Administrator have twenty-one (21) days to investigate the claim and the reported disability. The employee should be notified within that time frame if they are going to receive disability or if the claim is being denied.

Do I receive some kind of written notice if I'm getting paid or if my claim is being denied?

Yes. You will receive one of the following notices: Notice of Temporary Compensation Payable, Notice of Compensation Payable, Agreement of Compensation Payable, Notice of Workers' Compensation Denial.

What if I'm off for an extended period of time? How long will Workers' Compensation pay for my disability?

In most cases, disability payment will be made for the length of the claim provided you continue to treat with a physician and the physician verifies that you are unable to work due to your work-related injury/illness. Your employer is allowed under the PA Workers' Compensation Act to have you examined by a physician at least two times in any 12 month period.

If my co-workers receive pay raises, will I also get a raise in my Workers' Compensation?

No. You will not receive any increase in the disability payment. Once your claim is established and the compensation rate is set on your claim, this is the highest amount you will receive.

When I'm released to return to work, what should I do? Will my payments automatically stop?

When you are released to return to work you should notify your Supervisor in addition to contacting the Benefits Office so that you will not sustain an overpayment of your disability. The compensation you receive will cover through the disability and end with your return to work.

I received some forms with my last disability check. Am I required to sign these?

The forms you receive with the last disability check will be either a set of Final Receipts or Supplemental Agreements.

If your disability has ended and you have been discharged from active medical treatment, you should sign the Final Receipts if the payment of disability indicated is correct. One of these forms will be sent to the Department of Labor in Harrisburg and confirm to them that you have returned to work.

If you are still receiving medical treatments but have returned to work, you should receive a set of Supplemental Agreements to sign. These indicate you have no further wage loss and your benefits are suspended with your return to work. Again this form is sent to the Department of Labor to confirm you have returned to work and that you have received the disability payments due you to date.

If I become disabled again, will I receive benefits for additional time away from work?

Should you again become disabled as a result of the work-related injury or illness you could possibly receive additional benefits. This will depend on the medical information received and a confirmation that the current disability is a result of the previous work-related injury or illness.

Will I have to be off again more than fourteen (14) days to get the first seven (7)?

If the current disability is considered a recurrence of the previous claim then you will receive payment from the first date of disability. There is no waiting period with any subsequent disability periods.

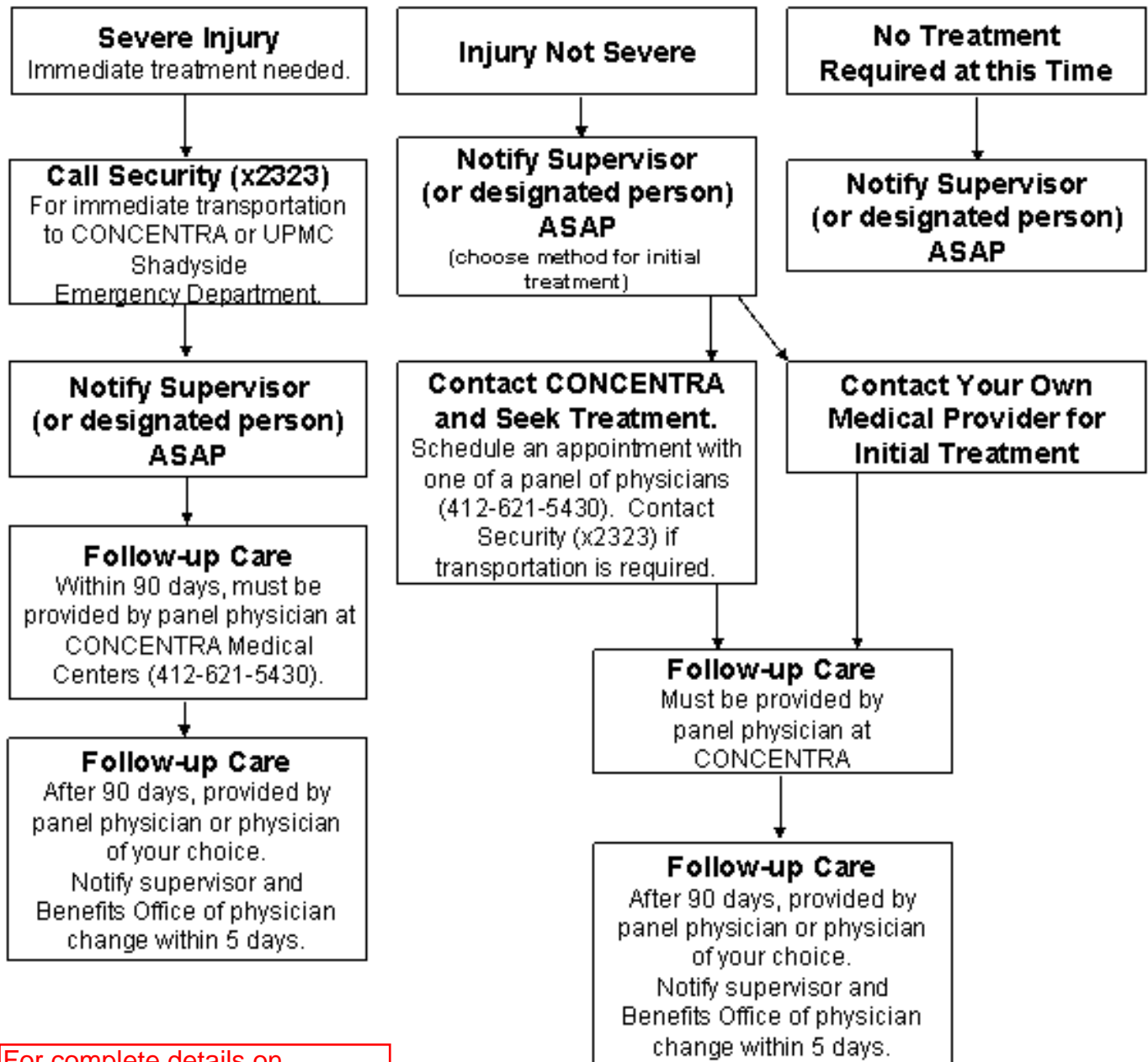
FOR FURTHER INFORMATION

If you have questions or would like further information, please contact the Benefits Office at (412) 268-4747 or hrhelp@andrew.cmu.edu.

Effective September 1, 1996

Rev. 3/04

If You become Injured on the Job



For complete details on procedures and policies regarding work-related injuries/illnesses, consult the web at <http://www.cmu.edu/hr> or contact the Benefits Office at 412-268-4747 or HRhelp@andrew.cmu.edu

In Case Of An OCCUPATIONAL INJURY/ILLNESS Go To:



CONCENTRA MEDICAL CENTERS

An Affiliate of UPMC Health System

412-621-5430

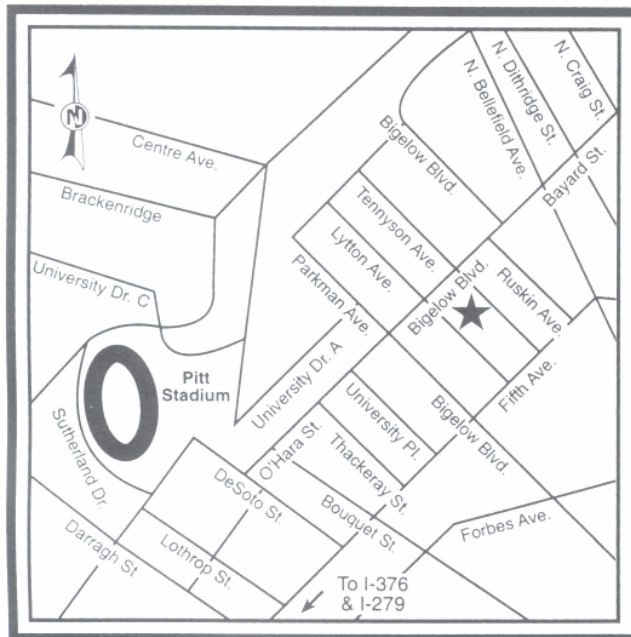
FAX: 412-621-5460

120 Lytton Avenue Suite 275

Pittsburgh, Pennsylvania 15213

Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Life or Limb Threatening Emergencies: Call 911



- Job-Related Injuries & Illnesses
- Physical Exams
- Drug & Alcohol Screening
- Laboratory Services
- DOT Mandated Services
- Physical Therapy Services
- X-Ray Exams
- Physician on Call 24 Hours a Day, 7 Days a Week

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SAMPLE EMPLOYEE ACKNOWLEDGEMENT FORM

For your information: New employees and employees who experience a work-related injury or illness will be asked to sign an "Acknowledgement of Employee Rights and Duties Under Section 306 of the Pennsylvania Workers' Compensation Act" form. A sample of this form appears below.

ACKNOWLEDGMENT OF EMPLOYEE RIGHTS AND DUTIES UNDER SECTION 306 OF THE PENNSYLVANIA WORKERS' COMPENSATION ACT

1. All employees who are injured on the job and require medical treatment must treat with one of the health care providers listed on their employers' panel for a period of ninety (90) days. Should the employee not comply with the foregoing, the employer will be relieved from liability for payment for the services rendered during such applicable period.
2. Employees faced with an immediate medical emergency may treat with the medical care provider of their choice. However, subsequent treatment must be obtained from one of the employer's designated health care providers for the first ninety (90) days from the date of first treatment by that designated provider.
3. Following expiration of the ninety (90) day treatment period, an employee may treat with a non-designated health care provider so long as the employee provides notice of the change to his/her employer within five (5) days of the first visit to that provider. Failure to provide such notice may relieve the employer of the obligation to pay for services rendered by the non-designated provider. All health care providers must provide employers with an initial medical report ten (10) days following the employee's first visit and on a monthly basis so long as treatment continues.
4. Both designated and non-designated physicians must accept as payment in full the amount due as calculated pursuant to the provisions of the Act. No provider may charge or accept from an injured worker any greater amount, unless the treatment was for an injury or illness not covered by the Workers' Compensation Act.
5. Employees who refuse reasonable medical treatment, including hospitalization, surgery, medication and/or supplies will forfeit all rights to compensation or any increase in disability status resulting from such refusal.
6. Under the provisions of the Act, employers are required to provide injured employees with reasonable hospital and physician services, medicine, supplies, or orthopedic appliances and prosthesis. If a prosthesis is required, the employer will provide for training for use of the prosthesis as well as replacement prosthesis. Continuing medical care if prescribed by a physician will also be covered, regardless of whether loss of earning power occurs.
7. If hospitalization is required as a result of a work-related injury, the employer will pay for semi-private room. Cost for a private room will be covered only in the event a semi-private room is not available.
8. Should invasive surgery be prescribed by an employer-designated provider, the employee shall be permitted to obtain a second opinion from a provider of the employee's own choice, at the expense of the insurer. If the second opinion differs from the opinion of the employer-designated provider, the employee may choose which course of treatment to follow provided the second opinion provides a specific and detailed course of treatment. However, if the employee chooses to follow the procedures designated in the second opinion, such procedures shall be performed by one of the employer's designated providers for a period of ninety (90) days from the date of the visit to the provider of the employee's choice.

This is a summary of some of your rights and duties under the Workers' Compensation Law of Pennsylvania. Questions concerning the above described rights and duties under Section 306 may be directed to the Pennsylvania Bureau of Workers' Compensation Help Line at 1-800-482-2383 or (717) 783-5421.

EMPLOYEE:

I HAVE READ THE ABOVE AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES.

EMPLOYEE PRINT NAME: _____

SIGN NAME _____ DATE _____

SUPERVISOR:

IF THE EMPLOYEE IS UNABLE OR REFUSES TO SIGN, IT IS ACKNOWLEDGED THAT THE EMPLOYEE WAS PROVIDED A COPY OF THIS DOCUMENT.

SUPERVISOR PRINT NAME: _____

SIGN NAME _____ DATE _____

WORKERS' COMPENSATION INFORMATION

In Pennsylvania, the workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer.

Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at:

Bureau of Workers' Compensation

1171 South Cameron Street, Room 103

Harrisburg, Pennsylvania 17104-2501

Telephone number within Pennsylvania (800) 482-2383

Telephone number outside of this Commonwealth (717) 772-4447

TTY (800) 362-4228 (for hearing and speech impaired only)

www.state.pa.us - PA Keyword: workers comp.

ACKNOWLEDGMENT

I, _____,
employee of _____,
hereby certify that I was provided with the above statement on _____/_____/_____ (date).

Employee signature

SAMPLE
DO NOT RETURN