



PLEASANT VALLEY SCHOOL DISTRICT
Brodheadsville, PA 18322

Work-related accident/injury procedures –

If a co-worker is injured and unable to drive themselves and a family member can not be reached, DO NOT transport them to a doctor or hospital in your personal vehicle. Always call 911 for an ambulance.

Procedure to follow when completing an accident/injury report for Workers' Compensation for your own work-related accident/injury –

Supervisor responsibility:

1. Complete the Accident Investigation Form and forward to Deborah Sandt in the District Office.
2. Give SDIC Safety Packet (insurance packet) to injured employee. Make sure they receive a copy of the list of panel doctors.

Employee responsibility:

1. Report the work-related accident/injury to supervisor immediately.
2. After getting insurance packet from supervisor follow instructions in packet to report work-related accident/injury to SDIC—"Employee Instructions for Claims Reporting."
 - ✓ Call the 800 number to report your work-related accident/injury.
 - ✓ Call the district Workers' Compensation Coordinator, Deborah Sandt, ext. 1315, in the District Office, that you have reported your work-related accident/injury.
 - ✓ Seek medical treatment with one of the providers listed on your Posted Panel which is located on the Pleasant Valley Web site – Departments – Business Office – Workers Comp Panel of Providers.
 - ✓ Give your claim number and SDIC's address to all medical providers.
 - ✓ Use the Pharmacy Sheet and temporary pharmacy card to fill scripts issued for treatment of your work-related accident/injury.
 - ✓ Complete all documents in the packet as soon as possible. Make sure you complete and sign the Medical and Employee Record Release form and leave it with your health care provider.
 - ✓ Sign and return the Employees Rights and Duties to Deborah Sandt, District Office.
 - ✓ Notify your Claims Representative at SDIC and the district Workers' Compensation Coordinator immediately when you receive a return to work date.

Failure to complete the above steps following a work-related accident/injury may result in your not being able to collect the Workers' Compensation benefits to which you are entitled.

Instruction and information regarding reporting work-related injuries are available to district employees through the employee portal on the district web site—PV Home Page – Staff – Employee Portal.



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
2233 Route 115, Suite 100
Brodheadsville, Pennsylvania 18322
Telephone: (570) 402-1000 / Fax: (570) 992-7275
www.pvbears.org



Workers' Compensation Information

(1) The workers' compensation law provides indemnity benefits (wage loss) and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

(2) Your employer is required to pay benefits 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.

(3) You should report any injury or work-related illness as soon as possible to your employer and to your Workers' Compensation service provider as directed. Your benefits could be delayed or denied if you do not notify your employer immediately.

(4) You have the right to request a hearing before a workers' compensation judge if your employer denies your claim.

(5) 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**

ACKNOWLEDGEMENT

I hereby acknowledge below receipt of the "Workers' Compensation Information" form by my employer Pleasant Valley School District for the 2020/2021 school year.

Employee Signature

Date

Please Print Name

PLEASANT VALLEY SCHOOL DISTRICT
WHAT TO DO IN CASE OF A WORK-RELATED INJURY
EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021

If you suffer a work-related injury, your health and wellbeing are our first concern. If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

1. If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor. S/he or a designated person in your building will provide you with an SDIC packet, and your first step is to call SDIC @ (800) 445-6965 ext. 2101 or go online to sdicwc.org (click on the "Report a Claim" button). You must also call **Deborah Sandt, Benefits Bookkeeper**.
2. If you require a prescription for your work-related injury or disease, do not use your personal health plan prescription card. Please use the Mitchell International First Fill Sheet, which you will receive in the claim package. When you call in your report of injury to SDIC, they will assign you a claim number. Please use this claim number when seeing a panel physician.
3. If you suffer a work-related injury, **PLEASANT VALLEY SCHOOL DISTRICT** or our insurer will pay reasonable surgical and medical services and supplies, orthopedic appliances and prosthetics, including training in their use when needed. In order to ensure that your medical treatment will be paid for by **Pleasant Valley School District** or our insurer, **you must select from one of the health-care providers listed below for your initial care:**

LVPG Occupational Medicine - Tannersville
2838 Rt 611
Tannersville, PA 18372
(570) 476-3336
Area of Specialty: Occupational Medicine

St. Luke's Neurology Associates of Monroe County
3 Parkinson's Road
East Stroudsburg, PA 18301
(272) 212-0553
Area of Specialty: Neurology

Coordinated Health (multiple locations)
111 Switzgable Drive
Brodheads ville, PA 18322
(484) 273-4241
Area of Specialty: Orthopedics

Moorestown Chiropractic
402 W Moorestown Road
Nazareth, PA 18064
(610) 759-1300
Or call Align Networks: (866) 389-0211
Area of Specialty: Chiropractic

St. Luke's Occupational Medicine (multiple locations)
487 E. Moorestown Rd.
Wind Gap, PA 18901
(484) 526-7850
Area of Specialty: Occupational Medicine

Stroudsburg Eye Specialists
2942 Rt. 611 Ste 105
Tannersville, PA 18372
(570) 421-3342
Area of Specialty: Ophthalmology

St. Luke's Care Now (multiple locations)
11 Route 715
Brodheads ville, PA 18322
(272) 212-0426
Area of Specialty: Urgent Care

Lehigh Valley Physicians Practice
1627 W Chew Street, Suite 101
Allentown, PA 18102
(610) 969-4370
Area of Specialty: Family Medicine

PMC - West End Healthcare Center
120 Burrus Blvd, Suite 200
Brodheads ville, PA 18322
(570) 420-6300
Area of Specialty: Family Medicine

*Physical Therapy at St. Luke's
614 Interchange Road
Kresgeville, PA 18333
(610) 681-3637 ***Please schedule PT directly thru St Luke's**
-or-

Mahoning Valley Orthopedics (multiple locations)
246 North 6th Street
Lehigh ton, PA 18235
(610) 377-2224
Area of Specialty: Orthopedics

*Physical Therapy at St Luke's
217 Franklin Avenue
Palmerton, PA 18071
(610) 826-1158 ***Please schedule PT directly thru St Luke's**
Area of Specialty: Physical Therapy

Lehigh Neurology
1250 South Cedar Crest Boulevard, Suite 405
Allentown, PA 18104
(610) 402-8420
Area of Specialty: Neurology

For Prescriptions
Please use your Mitchell International card at your local pharmacy to bill SDIC directly
(Giant, Rite Aid, Wal-Mart, Walgreens)

For Physical Therapy

NovaCare Rehabilitation
(866) 723-NOVA

-or-

One Call Care Management
Physical Therapy/Chiropractic
(866) 389-0211

Dental

One Call Care Management
(888) 539-0577

For MRI/EMG/X-Ray/CT Scan

One Call Care Management
(800) 453-0574

-or-

Priority Care Solutions
(866) 932-5779

For Durable Medical Equipment

One Call Care Management
(800) 848-1989

-or-

Priority Care Solutions
(866) 932-5779
(walkers, crutches, TENs units, orthotics, etc.)

4. Please call in advance for an appointment if you need treatment. You must continue to treat with one of these providers for ninety **(90 days)** from the date of your first visit.
5. If the ninety (90) day period passes and you still need treatment you may choose to continue with the health care provider on this list, or you may choose another provider. You must notify Pleasant Valley School District Representative, **Deborah Sandt, Benefits Bookkeeper** of this action within five (5) days of your first visit to the health care provider of your choice. Your bills will be paid if you have provided proper notice and if your provider 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.)
6. If one of the health care providers listed above refers you to a specialist, the **Pleasant Valley School District** or our insurer will pay for these services as provided by law.

All workers' compensation claims will be processed on behalf of the School District by:

**SCHOOL DISTRICTS INSURANCE CONSORTIUM
P.O. BOX 1249
NORTH WALES, PA 19454
Phone: (800) 445-6965**

ACKNOWLEDGMENT: I have been informed of and understand my rights and duties as specified herein.

Signature: _____ Date: _____

Please Print Name: _____

*** At time of distribution, this information is accurate to the best of our knowledge. This panel is subject to change based on information received from the medical provider.**