

## PROTOCOL WORK-RELATED INJURY PROCEDURE FOR NEW JERSEY EMPLOYEES

I understand that this staffing company takes their responsibility as my employer very seriously, and that they have gone to great length to provide a safe work environment. If I am injured on the job, this staffing company will deal promptly with legitimate claims and has workers' compensation insurance. I also understand that this staffing company has extensive experience investigating claims and will fight fraudulent claims with all available resources. Workplace injuries may be subject to a post-injury drug test.

1. If you sustain a work-related injury, you must immediately notify the client at the facility you are working, and your supervisor at this company.
2. If you need medical treatment, you must see an authorized treating physician (see below) within twenty-four (24) hours from the time the incident occurred.
3. If you are going to miss work due to a work-related injury, you must notify this office immediately, and you must have a doctor's note from the authorized treating physician stating the length of time you will be out of work. Light duty (modified duty) work may be available. You must notify this office immediately (within 24 hours) if the physician releases you for light duty work. Failure to contact the Company office for light duty work will be considered a refusal of work.
4. Tell the authorized treating physician that you want your medical bills and reports released to this office.
5. Thereafter, keep this company informed of the time you will be missing from work and your condition on a daily basis, unless otherwise instructed by the Company supervisor.
6. Any questions regarding injuries should be directed to your Company supervisor.

**IN ORDER TO ENSURE THAT YOUR MEDICAL TREATMENT WILL BE PAID FOR, YOU MUST SELECT FROM THE PANEL OF PHYSICIANS BELOW (OTHER PHYSICIAN LOCATIONS ARE AVAILABLE. PLEASE CONTACT US FOR FURTHER INFORMATION). ALL CLAIMS ARE INVESTIGATED THOROUGHLY. MEDICAL TREATMENT FOR EMERGENCIES, WHEN THE BELOW OFFICES ARE CLOSED, SHOULD BE DIRECTED TO THE NEAREST EMERGENCY ROOM.**

NEW JERSEY PHYSICIANS		
AMERICAN WORK CARE	1125 N. Delsea Drive, Glassboro, NJ 08028	856-218-7600
ATLANTICARE PHYSICIANS GROUP	2500 English Creek Ave. – Bldg. 900, Suite 908 Egg Harbor Twp., NJ 08234	609-677-7200
ATLANTICARE PHYSICIANS GROUP *Offices in Piscataway and Iselin	24 S. South Carolina Ave., Atlantic City, NJ 08401	609-345-6000
CONCENTRA	210 Benigno Blvd., Bellmawr, NJ 08031	856-931-0691
CONCENTRA*(M-F) 8a-8p/SAT. 8-2pm	800 Haddonfield Road, Cherry Hill, NJ 08002	856-663-7690
CONCENTRA	817 E Gate Dr; Ste 102; Mt Laurel, NJ 08054	856-778-1090
INSPIRA HEALTH NETWORK	1297 West Landis Ave., Vineland, NJ 08360	856-507-8548
MED EXPRESS	Various locations in South Jersey	
PREMIER ORTHOPAEDIC ASSOCIATION	298 S. Delsea Drive, Vineland, NJ 08360	856-690-1616
US HEALTHWORKS *5 New Jersey Locations. (See List)	1085 Cranbury South River Rd., Jamesburg, NJ 08831 *5 New Jersey Locations. (See List)	609-409-1900
VIRTUA HEALTH	101 Burrs Road, Suite A, Bldg. 1, Westampton, NJ 08060	609-914-8610
VIRTUA HEALTH – William G. Rohrer	2309 Evesham Road, Suite 104, Voorhees, NJ 08043	856-325-5410
VIRTUA HEALTH – Kyle Will Family Health	1000 Atlantic Avenue, Camden, NJ 08104	856-246-3542
VIRTUA AT WORK	239 Hurffville-Crosskeys Road – Suite 160 Sewell, NJ 08060	856-341-8200
WORKNET OCCUPATIONAL MEDICINE	2103 Burlington-Mt. Holly Road Burlington, NJ 08016	609-747-1891
WORKNET OCCUPATIONAL MEDICINE	WORKNET @ Cooper University Hospital 300 S. Broadway & Benson Sts., Suite 101 Camden, NJ 08103	856-338-0350
WORKNET OCCUPATIONAL MEDICINE	9370 Rt. 130 North, Suite 200, Pennsauken, NJ 08110	856-662-0660
WORKNET OCCUPATIONAL MEDICINE	WORKNET @ Pureland 510 Heron Drive, Suite 108, Bridgeport, NJ 08014	856-467-8550
WORKNET OCCUPATIONAL MEDICINE	37 South White Horse Pike, Stratford, NJ 08084	856-435-2680
WORKNET OCCUPATIONAL MEDICINE	Ocean Bay Occupational Medicine 368 Lakehurst Rd., Suite 206, Toms River, NJ 08755	732-557-9980
WORKPRO OCCUPATIONAL MEDICINE	4080 Ogeltown Road; Newark, DE 19713	302-722-4471
MyMatrixx - PHARMACY	For nearest location please call toll free number	877-804-4900

## PROTOCOL WORK-RELATED INJURY PROCEDURE FOR PENNSYLVANIA EMPLOYEES

I understand that this staffing company takes their responsibility as my employer very seriously, and that they have gone to great length to provide a safe work environment. If I am injured on the job, this staffing company will deal promptly with legitimate claims and has workers' compensation insurance. I also understand that this staffing company has extensive experience investigating claims and will fight fraudulent claims with all available resources. Workplace injuries may be subject to a post-injury drug test.

1. If you sustain a work-related injury, you must immediately notify the client at the facility you are working, and your supervisor at this company. Failure to do so may delay your benefits or cause you to lose your rights to benefits.
2. If you need medical treatment, you must see an authorized treating physician (see below) immediately (within twenty-four (24) hours) from the time the incident occurred. Tell the provider you are authorizing that the medical bills and medical notes be sent to this Company and/or its insurance carrier.
3. If you are faced with a medical emergency, you may secure initial emergency treatment from any of the below mentioned emergency facilities or any other emergency facility.
4. If you choose to treat with an out of state provider, you may be subject to balance billing.
5. For medical treatment to be paid by your employer, you must:
  - a) Select one of the physicians listed below.
  - b) You must continue to visit one of the physicians listed below or any specialist to which that provider refers you, if you need treatment, for Ninety (90) days from the date of your first visit. This requirement is in conformance with the Pennsylvania Workers' Compensation Act, Section 306 (F)(1)(i).
6. After Ninety (90) days, if you still need treatment, you may continue with the same physician or you may choose to go to another physician or health care provider for treatment. If you decide to go to another provider, you must notify your employer of this action within five (5) days of your visit.
7. Your bills will be paid if your physician or healthcare provider reports as required (within ten days after your first visit and at least once a month as long as treatment continues). You must notify the new provider that these reports are to be submitted to the insurance company provided to you by this Company (please call the office and request this information).
8. If you are going to miss work due to a work-related injury, you must notify this office immediately, and you must have a doctor's note from the authorized treating physician stating the length of time you will be out of work. Light duty (modified duty) work may be available. You must notify this office immediately (within 24 hours) if the physician releases you for light duty work. Failure to contact the Company office for light duty work will be considered a refusal of work.
9. Thereafter, keep this company informed of the time you will be missing from work and your condition on a daily basis, unless otherwise instructed by the Company supervisor.
10. Any questions regarding injuries should be directed to your Company supervisor.

IN COMPLIANCE WITH THE PENNSYLVANIA WORKER'S COMPENSATION ACT, I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF MY RIGHTS AND HAVE RECEIVED A COPY OF THE DESIGNATED HEALTH CARE PROVIDER PANEL. I UNDERSTAND THAT ANY WORK-RELATED INJURY OR ILLNESS IS TO BE IMMEDIATELY REPORTED TO MY THIS COMPANY SUPERVISOR AND, WITH THE EXCEPTION OF TRUE EMERGENCY CARE, I AM TO TREAT WITH ONE OF THE PROVIDERS ON THE PANEL FOR THE FIRST 90 DAYS AFTER MY INJURY. I UNDERSTAND THAT IF I TREAT OUTSIDE THIS PANEL WITHOUT PROPER AUTHORIZATION, MY EMPLOYER HAS THE RIGHT TO REFUSE PAYMENT FOR THAT CARE. SHOULD I STILL REQUIRE TREATMENT AFTER 90 DAYS, I UNDERSTAND I MAY CHOOSE A NON-PANEL PROVIDER BUT THAT I MUST NOTIFY MY EMPLOYER WITHIN FIVE DAYS OF THE FIRST VISIT TO THIS PROVIDER. I UNDERSTAND THAT IF SURGERY IS RECOMMENDED, I MAY SEEK A SECOND OPINION WITH A PHYSICIAN OF MY CHOOSING. IF THE SECOND OPINION DIFFERS, I MAY CHOOSE THE COURSE OF TREATMENT I WISH TO FOLLOW BUT THAT TREATMENT IS TO BE RENDERED BY ONE OF THE PANEL PROVIDERS IF I AM WITHIN THE FIRST 90 DAYS AFTER INJURY.

<b>PENNSYLVANIA PHYSICIANS</b>			
Bindu Kumar, MD	Main Line Healthcare Occupational Health Dept, 100 East Lancaster Avenue, Suite 317, Wynnewood, PA, 19096	484-476-2881	OCCUPATIONAL MEDICINE
Cheryl A. Opalack, MD	Main Line Healthcare Occupational Travel Health, 11 Industrial Boulevard, Suite 103, Paoli, PA, 19301	610-648-1293	OCCUPATIONAL MEDICINE
Charles Roman, DO	WORKNET, 5800 Ridge Avenue, Suite 234, Philadelphia, PA, 19128	215-487-4540	OCCUPATIONAL MEDICINE
Francis X. Burke III, MD	WORKNET, Broad & Vine Streets, Philadelphia, PA, 19102	215-762-8525	OCCUPATIONAL MEDICINE
James H. Fisher, DC	1004 Pine Street, Philadelphia, PA, 19107	215-985-1344	CHIROPRACTIC
One Call Care Dental and Doctor	One Call Care Dental and Doctor, For the nearest location, please call the toll free number.	888-539-0577	DENTIST
Allen C. Ho, MD	Midatlantic Retina, 840 Walnut Street, Suite 1020, Philadelphia, PA, 19107	800-331-6634	OPHTHALMOLOGY
David Greg Anderson, MD	Rothman Institute, 925 Chestnut Street, 5th Floor, Philadelphia, PA, 19107	267-339-3500	ORTHOPEDIC SURGERY
myMatrixx	For the nearest location, please call the toll free number.	877-804-4900	PHARMACY
Select Medical / NovaCare	Select Medical / NovaCare, For the nearest location and to make an appointment, please call the toll free number.	800-770-6682	PHYSICAL THERAPY
RIN / One Call Care Management Company	RIN / One Call Care Management Company, For the nearest location and to make an appointment, please call the toll free number.	800-453-0574	RADIOLOGY
Hospital	Emergencies please go to the nearest hospital.	<b>HOSPITAL (FOR EMERGENCY SERVICES ONLY)</b>	