

# Workers' Compensation – Program Procedures / Acknowledgement Form

Recognizing that injuries, incidents or near misses may occur, Alternative Staffing, Inc. and/or H-Tech, Inc. follow specific protocol for ALL accident situations involving our employees.

All workplace accidents, incidents and/or near misses **MUST BE REPORTED IMMEDIATELY** to Alternative Staffing and your worksite supervisor. This includes **ANY INJURY** no matter how **SLIGHT**. Failure to do so may result in disciplinary actions including termination – **as well as, the accident NOT being recognized under Worker's Compensation.**

## PROCEDURES FOR INJURED WORKERS

- STEP #1**    **NOTIFY Alternative Staffing, Inc., (Your Employer)** - **IMMEDIATELY** call your recruiter or our main office at **1-888-274-6823** and notify our HR department of your work related injury for Prior Authorization for medical attention.
- STEP #2**    **NOTIFY Your Work Site Supervisor** - If your supervisor has not been told of the injury you must **IMMEDIATELY** notify them or someone in management of the worksite of the injury no matter how slight.
- STEP #3**    **NOTIFY Our Case Management Service** - Call **1-888-863-9125** "WORKABILITY, LLC." for Prior Authorization and to find a Panel Doctor for proper medical attention.

**EMERGENCY: IF YOUR INJURY IS LIFE THREATENING** - Call 911 or go to the nearest Emergency Room!

Alternative Staffing's workers' compensation program requires all injured employees to receive **prior authorization** before any medical attention is scheduled unless the injury is life threatening. Authorization can be acquired through Alternative Staffing, Inc. or Workability, LLC. If the procedures in our program are not followed, the injured worker can incur costs not covered by our insurance. If you take it upon your self to seek your own medical attention without prior authorization you will be liable for the cost incurred. It is your responsibility to follow our policies & procedures and notify us IMMEDIATELY of your work related injury no matter how minor.

NOTE: If you require a copy of the state of Pennsylvania's Rights and Duties Act, please ask and a copy can be provided.

I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY THE TERMS STATED IN THE ABOVE INFORMATION.

(Check One)     At Time of Hire     At Time of Injury     Other \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS SIGNED FORM IS TO BE FORWARDED TO OUR BRIDGEVILLE OFFICE FOR PROPER FILING  
902 Steen Road, Bridgeville, PA 15017

**Our Complete Physician Panel List is on the Next 2 Pages**

# ***Workers' Compensation – Accident Reporting / Authorization Policy***

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**NOTE: These two pages are for the employees records.**

<b>ERIE / BRADFORD AREA</b>			
<b>Priority Care- Dr. Viscusi</b> 3010 W. Lake Rd Erie, PA 16505	Occupational Medicine 814-833-2385	<b>Subramanyam Segu</b> 2409 State St Erie PA 16507	Ophthalmology 814-452-6320
<b>Bradford Regional Medical Center</b> Occupational Medicine Dept./ 116 Interstate Pkwy Bradford PA 16701	Occupational Medicine 814-368-2000	<b>Krauza Family Chiropractic</b> 4348 Iroquis Ave Erie PA 16511	Chiropractics 814-898-2346
<b>Orthopedic &amp; Sports Medicine</b> 300 State St Erie PA 15607	Orthopedic Medicine 814-454-8287	<b>St. Vincent Health Center</b> 232 W. Twenty-Fifth St Erie PA 16544	Emergency Medicine 814-452-5000
<b>Lake Erie Orthopedics (NO backs, necks or hands)</b> 300 State St; Ste 301H; Erie PA 16507	Orthopedic Medicine 814-453-5049	<b>The Occupational Health Center</b> 1910 Sassafras St Erie PA 16502	Occupational Medicine 814-452-7879
<b>Brian Dalton, MD</b> 333 State St; Ste 206 Erie PA 16507	Neurology 814-459-1013	<b>Benchmark Medical</b> Numerous locations: North, East, South, West -Pittsburgh	Physical Therapy & Rehabilitation 888-863-9125 For Appts.
<b>PITTSBURGH EASTERN AREA</b>			
<b>HealthWorks (Elaine Gelb, MD)</b> 2566 Haymaker Road; Prof. Bldg. 2; Suite 403 Monroeville, PA 15146	Occupational Medicine 412-858-3000	<b>Marino Chiropractic Clinic</b> 507 Greenfield Avenue Pittsburgh, PA 15207	Chiropractic Care 412-421-3060
<b>MedExpress Urgent Care, Monroeville</b> Penn Center East; 3433 William Penn Highway Pittsburgh, PA 15235	Occupational Medicine 412-825-3627	<b>Associates in Neurology of Pittsburgh</b> 2566 Haymaker Road; Prof. Bldg. 1; Suite 101 Monroeville, PA 15146	Neurology 412-361-4576
<b>Orthopedics Associates of Pittsburgh</b> 2550 Mosside Blvd; Suite 405 Monroeville, PA 15146	Orthopedic Medicine 412-373-1600	<b>Benchmark Medical Rehabilitation</b> Numerous locations: North, East, South, West - Pgh	Physical Therapy & Rehabilitation 888-863-9125 For Appts.
<b>Medical Rehab</b> 4412 Penn Avenue Pittsburgh, PA 15224	Physiatry 412-622-4313		

<b>PITTSBURGH NORTHERN AREA</b>			
<b>Brian Wolk, MD</b> Alle-Kiski Center; 1301 Carlisle St. Natrona Heights, PA, 15065	Occupational Medicine 724-226-7045	<b>Allegheny Neurological Associates</b> 420 E. North Avenue; Suite 206 Pittsburgh, PA 15212	Neurology 412-359-8850
<b>Tri-Rivers Surgical Associates</b> 9104 Babcock Blvd; Suite 2120 Pittsburgh, PA 15237	Orthopedic Medicine 412-367-0600	<b>Benchmark Medical</b> Numerous locations: North, East, South, West -Pgh	Physical Therapy & Rehabilitation 888-863-9125 For appts.
<b>Tri-State Orthopedics</b> 5900 Corporate Drive; Suite 200 Pittsburgh, PA 15237	Orthopedic Medicine 412-369-4000	<b>Center for Rehab Services (various locations)</b> 2870 Talley Cavey Road; Suite 100 Allison Park, PA 15101	Physical Therapy & Rehabilitation 412-487-4710
<b>Roy Schmitt, D.C.</b> 506 Pittsburgh Street; PO Box 398 Mars, PA 16046	Chiropractic Care 724-625-3200		
<b>PITTSBURGH SOUTHERN AREA</b>			
<b>Worknet</b> 604 Evans Avenue McKeesport, PA 15132	Occupational Medicine 412-664-2041	<b>Marino Chiropractic Clinic</b> 507 Greenfield Avenue Pittsburgh, PA 15207	Chiropractic Care 412-421-3060
<b>Jefferson Regional Occupational Medicine</b> 575 Coal Valley Road; Suite 502 Pittsburgh, PA 15025	Occupational Medicine 412-469-5983	<b>Leadbitter Spine &amp; Sports</b> 104 Route 837 Monongahela, PA 15063	Chiropractic Care 724-258-9565
<b>St. Clair Occupational Medicine</b> 2000 Oxford Drive; Suite 110 Bethel Park, PA 15102	Occupational Medicine 412-942-7115	<b>Associates in Neurology</b> 575 Coal Valley Road; Suite 104 Clairton, PA 15025	Neurology 412-361-4576
<b>Orthopedic Group (various locations)</b> 1145 Bower Hill Road Pittsburgh, PA 15205	Orthopedic Medicine 412-276-7022	<b>Benchmark Medical Rehabilitation</b> Numerous locations: North, East, South, West - Pgh	Physical Therapy & Rehabilitation 888-863-9125 For Appts.
<b>PITTSBURGH WESTERN AREA</b>			
<b>Business Fit (Ohio Valley Hospital)</b> 25 Heckel Road McKees Rocks, PA 15135	Occupational Medicine 412-777-6369	<b>Marino Chiropractic Clinic</b> 507 Greenfield Avenue Pittsburgh, PA 15207	Chiropractic Care 412-421-3060
<b>Tri-State Orthopedics (various locations)</b> 4955 Steubenville Pike; Suite 120 Pittsburgh, PA 15205	Orthopedic Medicine 412-369-4000 For Appts.	<b>Marino Chiropractic Clinic</b> 507 Greenfield Avenue Pittsburgh, PA 15207	Physical Therapy & Rehabilitation 888-863-9125 For Appts.
<b>Ohio Valley Eye Center</b> 27 Heckel Road; Suite 107 McKees Rocks, PA 15136	Ophthalmologist 412-777-4300		
<b>TARENTUM AREA</b>			
<b>Healthworks – Dr. Brad Wolk</b> 1301 Carlisle Street Natrona Heights, PA 15065	Occupational Medicine 724-226-7045	<b>Berger, Malcolm MD</b> Union Avenue and Penn Street; Brackenridge, PA 15014	Neurology 724-224-2083
<b>Choice Care Physicians</b> 3 Mariner Court #210 Harmer Township, PA 15238	Occupational Medicine 412-828-4409	<b>Allegheny Ophthalmology Assoc. (Dr's. Gordon, Sigal, Portnoy)</b> 2853 Freeport Road; Natrona Heights, PA 15065	Ophthalmology 724-224-4240
<b>Greater Pittsburgh Orthopedics</b> 1030 Broadway Blvd Brackenridge, PA 15014	Orthopedic Medicine 724-224-8700	<b>Phil Richter, DC</b> 209 North Pike Road; P.O. Box 228; Sarver, PA 16055	Chiropractic 724-353-1310
<b>Orthopedic Surgical Associates</b> 1622 Pacific Avenue Natrona Heights, PA 15065	Orthopedic Medicine 724-226-1199	<b>Benchmark Medical</b> <b>(Several convenient locations)</b> Call WORKABILITY to Schedule/arrange prompt appts.	Physical Therapy Rehabilitation 88-863-9125
<b>WASHINGTON PA AREA</b>			
<b>MedExpress Urgent Care</b> 460 Washington Rd, Ste 7 Washington, PA 15301	Urgent Care 724-225-3627	<b>Eugene Hammel MD</b> 6000 Waterdam Plaza Drive McMurray, PA 15317	General Surgeon 724-942-3202
<b>Healthworks</b> 400 Southpointe Blvd, Plaza One, Ste 100 Canonsburg, PA 15317	Occupational Medicine 724-743-1800	<b>Frederick Scheib MD</b> 212 Wilson Avenue Washington, PA 15301	Ophthalmology 724-223-0700
<b>Washington Occupational Medicine</b> 95 Leonard Avenue Washington, PA 15301	Occupational Medicine 724-223-3528	<b>Chiropractic Care Center (Duane Marasco, DC)</b> 24 Wilson Avenue Washington, PA 15301	Chiropractic 724-223-9700
<b>SW PA Orthopedic Associates</b> 95 Leonard Avenue Washington, PA 1301	Orthopedic Medicine 724-228-2555	<b>Benchmark Medical (Several Convenient Location)</b> Call WORKABILITY to schedule/arrange prompt appointments	Physical Therapy Rehabilitation 888-863-9125
<b>Tri County Orthopedics</b> 159 Waterdam Road Washington, PA 15317	Orthopedic Medicine 724-969-0715		

**NOTE:**

**If you live out of state or in an area that is not listed in the preceding charts,  
Please call WORKABILITY, LLC. for a listing in your area.**

**1-888-863-9125**