

KUTZTOWN AREA SCHOOL DISTRICT
WHAT TO DO IN CASE OF A WORK-RELATED INJURY
EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2023

If you suffer a work-related injury, your health and well-being 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. An SDIC packet will be provided to you, and you must call SDIC @ (800) 445-6965 or go online at sdicwc.org (click the "Report a Claim" button). You must also call **Tammy Miller, Administrative Assistant for Payroll/Benefits/Business Services @ (484) 641-5527** to report your injury.
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, **KUTZTOWN AREA 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 **Kutztown Area School District** or our insurer, **you must select from one of the health-care providers listed below for your initial care:**

Patient First (multiple locations)
2600 Paper Mill Road
Wyomissing, PA 19610
(484) 220-0051

Area of Specialty: Occupational Medicine

WORKNET
3225 North 5th Street Highway
Reading, PA 19605
(610) 939-2391

Area of Specialty: Occupational Medicine

Concentra
1114 Commons Blvd.
Reading, PA 19605
(610) 926-0960

Area of Specialty: Occupational Medicine

Commonwealth Orthopaedic Associates
11 Fairlane Road
Reading, PA 19606
(610) 779-2663

Area of Specialty: Orthopedics

Berks Eye Physicians & Surgeons
1802 Paper Mill Road
Wyomissing, PA 19610
(610) 372-0712

Area of Specialty: Ophthalmology

St Luke's Care Now & Occupational Med.
15065 Kutztown Road
Kutztown, PA 19530
(484) 822-8001

Area of Specialty: Occ. Med./ Urgent Care

For MRI/EMG/X-Ray/CT Scan

One Call Care Management
(800) 453-0574

-or-

Apricus (Formerly PCS)
(866) 932-5779

WorkCare at St. Joe's
2500 Bernville Road
Reading, PA 19605
(610) 378-2455

Area of Specialty: Occupational Medicine

Orthopaedic Associates of Reading (multiple locations)
4885 DeMoss Road, Suite 102
Reading, PA 19606
(610) 376-8671

Area of Specialty: Orthopedics

LVPG Orthopedics (multiple locations)
700 Hawk Ridge Drive
Hamburg, PA 19526
610-402-8900

Area of Specialty: Orthopedics

For Physical Therapy

NovaCare Rehabilitation
(866) 723-NOVA

-or-

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

For Durable Medical Equipment

One Call Care Management
(800) 848-1989

-or-

Apricus (Formerly PCS)
(866) 932-5779
(walkers, TENs units, orthotics, etc.)

For Prescriptions

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

Dental

One Call Care Management
(888) 539-0577

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, after this ninety (90) day period, you still need treatment and the **Kutztown Area School District** has provided this list as set forth above, you may choose to continue with this health care provider, or you may choose another provider. You must notify **Tammy Miller, Administrative Assistant for Payroll/Benefits/Business Services** 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 **Kutztown Area School District** or our insurance 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.**