

**UPPER BUCKS AVTS**  
**WHAT TO DO IN CASE OF A WORK-RELATED INJURY**  
**EFFECTIVE JULY 1, 2016 THROUGH JUNE 30, 2017**

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, you can call "First Step" @ 1 (800) 445-6965 ext. 101. You must also call **Lynn Hasson, Financial Accounting Secretary**.
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, **UPPER BUCKS AVTS** 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 insure that your medical treatment will be paid for by **Upper Bucks AVTS** or our insurer, you must select from one of the health-care providers listed below for your initial care:

Patient First (multiple locations)  
3178 Tilghman Street  
Allentown, PA 18104  
(610) 844-9150  
**Area of Specialty: Occupational Medicine**

St. Luke's North - OccuMed  
153 Brodhead Road  
Bethlehem, PA 18017  
(484) 526-3005  
**Area of Specialty: Occupational Medicine**

Grand View Hospital  
Industrial Medicine Program  
4 Lifemark Drive  
Sellersville, PA 18960  
(215) 453-4941  
**Area of Specialty: Occupational Medicine**

St. Luke's Bone & Joint Institute - OccuMed  
1534 Park Avenue, Suite 240  
Quakertown, PA 18951  
(215) 529-6360  
**Area of Specialty: Occupational Medicine**

St. Luke's Bone and Joint Institute  
1534 Park Avenue, Suite 210  
Quakertown, PA 18951  
(267) 424-8850  
**Area of Specialty: Orthopedics**

Upper Bucks Family Medical Center  
200 Apple Street, Suite 2  
Quakertown, PA 18951  
(215) 538-7525  
**Area of Specialty: Family Medicine**

Doylestown Chiropractic  
645 East Butler Ave, Suite C  
Doylestown, PA 18901  
(215) 230-1999  
Or call Align Networks: 1 (866) 389-0211  
**Area of Specialty: Chiropractic**

Upper Bucks Orthopedic and Sports Medicine  
711 Lawn Avenue, Building 3  
Sellersville, PA 18960  
(215) 257-3700  
**Area of Specialty: Orthopedics**

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

Vision Care Specialists  
361 South 11<sup>th</sup> Street  
Quakertown, PA 18951  
(215) 536-8540  
**Area of Specialty: Ophthalmology**

**For Durable Medical Equipment: MSC Equipment & Device Management 1 (800) 848-1989  
Equipment: wheelchairs, walkers, crutches, TENS units, orthotics & prosthetics, etc.**

NovaCare Rehabilitation  
807 North Easton Road, Suite 105  
Doylestown, PA 18902  
**For the nearest facility contact:  
1 (866) 723-NOVA (central scheduling)  
Or call Align Networks: 1 (866) 389-0211  
Area of Specialty: Physical Therapy**

**One Call Care Management  
For the nearest facility contact:  
1 (800) 453-0574 (central scheduling)  
Area of Specialty: MRI/EMG/X-Ray/CT scan**

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 **Upper Bucks AVTS** 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 **Lynn Hasson, Financial Accounting Secretary** 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 **Upper Bucks AVTS** 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.**