



## Designated Physicians Program and General Workers' Compensation Information: Implementation Guidelines for Pennsylvania Employers

The Pennsylvania Workers' Compensation Act allows an employer to establish a **Designated Physicians Program** that promotes the use of reputable practitioners and discourages unnecessary treatment. As a service to you, we have enclosed a customized **Notice to Employees** that lists the name, address, telephone number, specialty, and availability of at least six qualified providers from your area. Failure to utilize these providers for a period of 90 days from the first visit, except in cases involving emergency care, may result in non-payment of medical expenses by the insurance carrier.

### Step 1

Post your **Notice to Employees** and **Insurer Identification Form** in highly visible locations such as lunch rooms, rest rooms, time clock areas, etc.

### Step 2

Familiarize your staff with their rights and duties under Pennsylvania workers' compensation law. Then, make sure each employee has a copy of the **Workers' Compensation Information** flyer and that he/she has signed the **Designated Physicians Program Acknowledgment** in the space provided. (Signed documents should be stored in employees' personnel files.) **REMEMBER**, you must also redistribute the **Workers' Compensation Information** flyer and obtain another signature on the **Designated Physicians Program Acknowledgment** at the time of injury!

### Step 3

Explain the proper procedure for immediately reporting all new claims by calling our toll-free number, **1-844-472-0966**. Employees should be aware that expenses will be paid when a designated provider refers an injured worker to another eligible licensed specialist not on the list. After the first 90 days of treatment, an employee may seek services from a non-designated provider and have all reasonable and necessary expenses paid when the following two conditions are met: (1) the employer is notified within five days of the first visit and (2) the services are judged to be connected to a work-related injury.

Feel free to call our **Customer Service Staff** at **1-844-472-0967** with any questions.