



P.O. Box 1002  
Millersville, PA 17551-0302  
[www.millersville.edu](http://www.millersville.edu)

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Office of Human Resources  
Phone: 717-871-4950  
Fax: 717-871-7950

TO: All Faculty and Staff

FROM: Office of Human Resources

SUBJECT: WORKERS' COMPENSATION EMPLOYEE NOTIFICATION

The Pennsylvania Workers' Compensation Act requires Millersville University to provide employees with a written notification of their rights and duties regarding employer payment of reasonable surgical and medical services for work related injuries and illnesses. Employees are also to be provided with the notice entitled, "Workers' Compensation Information." The law requires an employee's acknowledgment that they have received such notifications be evidenced in writing.

Enclosed are two copies of Millersville University's Workers' Compensation Employee Notification and Workers' Compensation Information. **Please review both documents.** After reviewing both documents, **please sign each document and return one copy to the Human Resources Office.** Please keep the second copy of each document for your reference and records.

Enclosures



## WORKERS' COMPENSATION INFORMATION

The following information is being provided to you in compliance with 34 Pa. Code § 121.3b.

- 1) The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.
- 2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.
- 3) You should report immediately any injury or work-related illness to your employer.
- 4) Your benefits could be delayed or denied if you do not notify your employer immediately.
- 5) If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.
- 6) The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); [www.state.pa.us](http://www.state.pa.us), PA Keyword: workers comp

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## **WORKERS' COMPENSATION EMPLOYEE NOTIFICATION**

This Notification shall serve to advise you of your rights and responsibilities under the Pennsylvania Workers' Compensation Act.

If an employee is injured while on duty, they are responsible for notifying their supervisor at Millersville University as soon as possible.

Workers' Compensation is designed to provide wage loss benefits and reimbursement for reasonable medical care for one who is injured on the job.

Millersville University, in compliance with the Workers' Compensation Act, has posted a list of at least six (6) medical providers from which you are to select (refer to page 3).

**If you sustain a work-related injury requiring medical treatment, you are required to have a designated doctor treat your injury. You are required to treat with that provider for ninety (90) days from the first visit.**

However, if the designated physician recommends invasive surgery, then you are allowed a second opinion by a physician of your choice. If the second opinion differs from the first, you have the right to determine which course of treatment to follow, provided that the second opinion provides a specific and detailed course of treatment. If you choose to follow the course of treatment designated in the second opinion, such treatment shall be performed by one of the physicians or other health care providers so designated by Millersville University (refer to page 3) for a period of ninety (90) days from the date of the second opinion visit. Treatment with your own medical provider in violation of the above may result in your medical bills being unpaid for the prescribed period.

Upon expiration of the prescribed period, if you select a medical provider not on the panel, you must notify the Office of Human Resources (871-4950) with your choice of providers within five (5) days of the first visit. Failure to notify Millersville University will relieve us of the responsibility for the payment of the services rendered until such time the proper notification is given.

Your signature indicates that you have been informed of your rights and responsibilities outlined in this Notification.

**Employee Name** \_\_\_\_\_ (please print)

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTICE TO ALL EMPLOYEES  
IN THE EVENT OF A WORK INJURY  
TELL YOUR SUPERVISOR**

If you are injured while at work, Millersville University has arranged for payment of your medical care with

INSERVCO INSURANCE SERVICES, INC.  
P.O. BOX 3899, HARRISBURG, PA 17105-3899  
1-800-356-0438

*It is your responsibility to immediately report the injury to your supervisor.*

**IN CASE OF WORK-RELATED INJURY OR DISEASE  
IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT,  
YOU MUST CHOOSE A MEDICAL PROVIDER FROM THE LIST ON PAGE 3:**

If you suffer from a work-related injury or disease, Millersville University will pay for reasonable surgical and medical services, medication, supplies, orthopedic appliances and prostheses, including training in their use.

*You must continue to visit one of the physicians listed above, if you need treatment, for 90 days from the date of your first visit.*

*After this 90-day period, if you still need treatment, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. If this situation should arise, please let your employer or your claims representative know ahead of time.*

*All physicians or practitioners of the healing arts must file reports within 21 days after your first visit and at least once a month for as long as treatment continues in order for payment to be considered.*

*If one of the persons listed refers you to another licensed specialist, your employer or their insurer will consider payment for reasonable bills for these services.*

**If you are faced with an immediate medical emergency, you may secure initial assistance from a hospital emergency room of your choice. You should then seek subsequent treatment from a licensed physician or practitioner of the healing arts listed above for the first 90 days from the date of your first treatment.**

**In order to ensure that Millersville University/Inserveco will pay for your medical treatment, you must select from one of the licensed physicians or practitioners of the healing arts listed below.**

**Millersville University Health Services**

4 McCullough Street, PO Box 1002, Millersville  
PA 17551

(717) 871-5250

**Penn Medicine Lancaster General Health-  
Emergency Room**

555 North Duke Street, Lancaster PA, 17602

(717) 859-5002

**Lancaster General Health Urgent Care**

2118 Spring Valley Road, Lancaster PA, 17601

(717) 544-0150

*\*Closes at 9pm\**

Route 30 & Rohrerstown Rd

**Penn Medicine Lancaster General Health-Physical  
Therapy**

2110 Harrisburg Pike, Lancaster, PA 17604

(717) 544-3103

**UPMC Pinnacle- Business Health Solutions-  
Occupational Health**

233 College Avenue, Suite 300, Lancaster, PA  
17604

(717) 358-7397

**Heart of Lancaster- Emergency Room**

15 Highlands Drive, Lititz, PA 17543

(717) 625-5000

**Medexpress**

4 Rohrerstown Road Lancaster, PA, 17603

717-299-3627

*\*Closes at 8 pm\**

**Worknet Occupational Medicine**

241 Rohrerstown Rd., Ste 200, Lancaster, 17603

(717) 431-1770

4237 Oregon Pike, Ephrata, PA 17522

(717) 859-5002

**Lancaster General Health Urgent Care**

540 N. Duke Street, Lancaster PA, 17602

(717) 544-6111

*\*Opens at 5pm\**

**Penn Medicine Lancaster General Health- Occupational**

2110 Harrisburg Pike, Suite 21, Lancaster, PA 17604

(717) 544-3155

**UPMC Pinnacle- Emergency Room**

250 College Avenue, Lancaster, PA 17604

(717) 291-8111

**UPMC Pinnacle- Rehabilitation Services**

250 College Avenue, Lancaster, PA 17604

(717) 291-8573

**Heart of Lancaster Medical Center- Rehabilitation Services**

*Heart Outpatient Therapy Center*

1535 Highlands Drive, Suite 200, Lititz, PA 17543

(717) 625-5731

**Concentra Urgent Care**

113 Butler Avenue, Lancaster, PA

717-391-3087

*\*Closes at 5 pm\**