

## **TO ALL EMPLOYEES:**

### **A Message About Reporting Claims and Obtaining Treatment**

Our Workers' Compensation insurance coverage is written by National Liability & Fire Insurance Company. Through them, we have elected to participate in a network provided by Coventry Workers' Compensation Services. However, remember that this service is to be utilized specifically for injuries that occur at work and is not a health plan!

The medical practitioners in Coventry's network are qualified to treat any injury sustained within the course of your employment. As your employer, we are responsible for the payment of medical treatment of all claims deemed acceptable and compensable by the insurer as long as the treatment is directly related to the work injury, reasonable, and necessary.

**If an injury does occur, please follow this procedure:**

- Report the injury to your supervisor immediately! Together, you should then report the claim by dialing **1-844-549-2512** toll-free. Your call can be handled 24 hours a day/seven days a week.
- Treatment should be sought from a provider shown on the list supplied. (Unless one of the conditions outlined below is met, you must use an approved medical practitioner for your work-related injury.)

#### **Exceptions to treating with a Preferred Provider:**

1. You have the right to "**Emergency**" care anytime/anywhere! Follow-up care, however, must be sought from an approved provider.
2. You have the right to a second opinion at each level of treatment for a work-related injury.
3. If you are dissatisfied with the current determination of compensability, degree of disability, and/or degree of impairment arising from a work-related injury, you have the right to an independent medical examination with a provider of your choice as long as prescribed procedures have been followed.

***POST THESE INSTRUCTIONS AND YOUR PANEL  
IN A CONSPICUOUS LOCATION!***