

PROTOCOL WORK-RELATED INJURY PROCEDURE

I understand that this staffing company takes their responsibility as my employer very seriously, and that they have gone to great length to provide a safe work environment. If I am injured on the job, this staffing company will deal promptly with legitimate claims and has workers' compensation insurance. I also understand that this staffing company has extensive experience investigating claims and will fight fraudulent claims with all available resources.

1. If you sustain a work-related injury, you must immediately notify the client at the facility you are working, and your supervisor at this company.
2. If you need medical treatment, you must see an authorized treating physician (see below) within twenty-four (24) hours from the time the incident occurred.
3. If you are going to miss work due to a work-related injury, you must notify this office immediately, and you must have a doctor's note from the authorized treating physician stating the length of time you will be out of work. Lite duty (modified duty) work may be available. You must notify this office immediately (within 24 hours) if the physician releases you for lite duty work. Failure to contact the Protocall office for lite duty work will be considered a refusal of work.
4. Tell the authorized treating physician that you want your medical bills and reports released to this office.
5. Thereafter, keep this company informed of the time you will be missing from work and your condition on a daily basis, unless otherwise instructed by the Protocall supervisor.
6. Any questions regarding injuries should be directed to your Protocall supervisor.

IN ORDER TO ENSURE THAT YOUR MEDICAL TREATMENT WILL BE PAID FOR, YOU MUST SELECT FROM THE PANEL OF PHYSICIANS BELOW (OTHER PHYSICIAN LOCATIONS ARE AVAILABLE. PLEASE CONTACT US FOR FURTHER INFORMATION). ALL CLAIMS ARE INVESTIGATED THOROUGHLY. MEDICAL TREATMENT FOR EMERGENCIES, WHEN THE BELOW OFFICES ARE CLOSED, SHOULD BE DIRECTED TO THE NEAREST EMERGENCY ROOM.

NEW JERSEY PHYSICIANS

AMERICAN WORK CARE 1125 N. Delsea Drive Glassboro, NJ 08028 (856) 218-7600	ATLANTICARE 1401 Atlantic Ave. Suite 2600 Atlantic City, NJ 08401 (609) 441-8083	CONCENTRA 210 Benigno Blvd Bellmawr, NJ 08031 (856) 931-0691	EXPRESS MD 7204 N. Park Drive Pennsauken, NJ 08109 (856) 663-7690	KESSLER OCCUPATIONAL 600 S. White Horse Pike Hammonton, NJ 08037 (609) 561-6700 ext. 5375
PREMIER OCCUPATIONAL* 298 S. Delsea Drive Vineland, NJ 08360 (856) 690-1616 <i>*Premiee also has locations in Glassboro & Elmer</i>	RANCOCAS OCCUPATIONAL 2103 Route 541 Burlington, NJ 08016 (609) 747-1891	RIVERFRONT 510 Heron Dr., Suite 108 Bridgeport, NJ 08014 (856) 467-8550	US HEALTH WORKS 1085 Cranbury S. River Road Jamesburg, NJ 08831 (609) 409-1900	

PENNSYLVANIA PHYSICIANS

PA EMPLOYEES: You risk denial of payment for medical expenses incurred during the first ninety (90) days of treatment if you seek treatment elsewhere. You must continue to treat with a panel physician for ninety (90) days from the date of your first visit.

CONCENTRA 2 Penn Blvd. #210 Phila., PA 19144 (215) 438-5390	CONCENTRA 2010 Levick Street Phila., PA 19149 (215) 537-4755	CONCENTRA 850 Germantown Pike Plymouth Meeting, PA 19462 (610) 275-3884	HEALTHMARK, INC. Navy Yard 1 Crescent Dr. - Suite 100 Phila., PA 19148 (215) 952-9900
	UNIVERSITY OF PENNSYLVANIA 3400 Spruce Street Phila., PA 19104 (215) 662-2354	WORK WELL Penn Medicine at Radnor 250 King of Prussia Road Radnor, PA 19087 (610) 902-5656	

** Specialists are available as needed/authorized. Panel physicians or insurance company will advise employee if a specialist visit is needed. A list of specialists is located in each branch office.

I have read, I understand and I received a copy of the work-related injury procedure:

EMPLOYEE SIGNATURE/DATE

INTERVIEWER SIGNATURE/DATE