

*What to do when an injury occurs:*

**In the event of a work injury:**

*Please follow the enclosed guidelines for reporting your injury and obtaining the proper authorized treatment.*

*Our goal is to provide you with excellent medical care and to assist you in returning to work as soon as possible.*

*For additional information please contact*

*Henderson Brothers, Inc.  
Claims Department at  
920 Fort Duquesne Boulevard  
Pittsburgh, PA 15222  
(412) 261-1842 Phone  
(412) 325-0611 Fax*



*Henderson  
Brothers, Inc.*

*The Employee's Guide*

*for*

*Worker's Compensation Benefits*



## *PA Worker's Compensation Law*

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, PA  
Keyword: workers comp.*

## *Process of Reporting Injuries*

**Step 1:** *Notify your supervisor immediately of your work related injury. Your supervisor will direct you to a provider on the panel created for your location or they will direct you to the closest emergency room if emergency care is required. Follow up medical care after the initial visit to an emergency facility must be with a panel provider.*

**Step 2:** *The injured employee is required to treat with one of the panel health care providers for the first ninety (90) days of treatment following the date of injury. Unauthorized non emergency treatment with a non-panel health care provider during the first ninety (90) days of treatment will not be paid by the employer.*

**Step 3:** *Should the employee decide to treat outside the panel health care providers after (90) days, the employee must notify the employer within (5) days of his or her treatment with a non-panel health care provider. Said non-panel provider and any panel provider must provide an initial report within ten (10) days of the date of the first treatment and every thirty (30) days thereafter to the employer, for as long as treatment continues.*