



Work-Related Injury Reporting Procedure

If an emergency, go to nearest hospital for treatment if able or request ambulance, 911.

For non-emergencies (within 24 hours):

1. Notify your supervisor.
2. Complete the Injury Report Claim Form and Medical Treatment Notice located on the [Human Resources](#) or [EHS & Risk Management](#) webpage.
3. Take the completed, signed forms to Human Resources or Director of EHS & Risk Management or fax the completed forms to Human Resources @ 610-409-3204. Do not email the forms.

HR Generalist	Mahadi Siddique	msiddique@ursinus.edu	Ext. 3725	Corson 019F
Director of EHS & Risk Management	Carol McMillin	cmcmillin@ursinus.edu	Ext. 3221	Ritter 112

4. If you require medical treatment, contact the Director of EHS & Risk Management for a claim number. You must go to one of the [Panel of Providers](#) for treatment.
5. You are required to meet with the Director of EHS & Risk Management to review the incident within 1 working day. If the Director of EHS & Risk Management is unavailable, employee is required to meet with Human Resources to review the incident.

If Human Resources or EHS & Risk Management are unavailable, you may go to one of the panel providers without the claim number. Provide the medical provider with the information below.

Insurance Company Info:

SISCO
 PO Box 42737
 Baltimore, MD 21284
 Contact: Kimberly Warmkessel
 Phone: 717-735-3048 Fax: 410-583-5455

FOR WORK-RELATED INJURIES ON THE WEEKEND OR AFTER HOURS (and NOT an emergency):

1. Complete the injury report and fax it to SISCO @ 1-410-583-5455 or call 1-888-377-7263, ext. 1275. Send a copy of the report via campus mail to EHS & Risk Management and Human Resources.
2. Go to the applicable panel provider for treatment.

For follow-up questions regarding a claim, contact Human Resources @ 610-409-3342.

PANEL PROVIDER LIST 



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WORKERS' COMPENSATION PANEL FOR URSINUS COLLEGE

You must select one of the licensed physicians or practitioners of the healing arts listed below to ensure that your medical treatment for your work-related injury will be paid by the college or insurance company.

<p><u>Occupational Medicine</u></p> <p>Patient First Primary and Urgent Care 1441 S. Collegeville Rd. Collegeville, PA 19426 Phone: (484) 902-1893 • Fax: (484) 902-1894 Hours: 8am-10pm every day Obtain authorization form from HR or EHS/Risk Management</p> <p>PMMC Occupational Health 81 Robinson Street Tri-County Business Complex-CarePlex Bldg Pottstown, PA 19464 Phone: (610) 326-2300 • Fax: (610) 970-5889</p> <p>Tower Health Urgent Care 33 W. Ridge Pike Limerick, PA 19468 Phone: (610) 226-6200 Hours: Sunday, M-F – 9am-9pm, Saturday - closed <i>All Injuries</i></p>	<p><u>Chiropractor</u></p> <p>McCormick Chiropractic 553 West Ridge Pike Royersford, PA 19468 Phone: (610) 495-0101 <i>Treats eye injuries</i></p>
<p><u>Orthopaedic Surgery</u></p> <p>Rothman Orthopaedic Urgent Care 400 Enterprise Drive Limerick, PA 19468 Phone: 484-932-5065 Hours: M-F, 8am-4pm</p> <p>Rothman Orthopaedics 400 Enterprise Drive, 2nd Floor Limerick, PA 19468 1-800-321-9999 to schedule appointment after visit with Rothman Urgent Care Hours: M-F, 8am-4:30pm</p>	<p><u>Physical Therapist</u></p> <p>Novacare Rehabilitation To schedule an appointment: Phone: 1-800-770-6682 You must have a prescription from an above panel provider.</p>

In the event of an emergency, please go to the nearest hospital for treatment. You must contact your employer immediately! Submit all claim information and questions to:

SISCO
PO BOX 42737
Baltimore, MD 21284
Phone: 888-377-7263 ext: 1275 /Fax: 410-583-5455

- IF YOUR INJURY IS ON THE WEEKEND OR AFTER HOURS** (and NOT an Emergency),
1. Complete the injury report form. Fax the form to the number listed above or call the 888 number listed. Send a copy of the report via campus mail to EHS & Risk Management and Human Resources.
 2. GO TO THE APPLICABLE PANEL PROVIDER LISTED ABOVE FOR TREATMENT. Provide the SISCO information listed above to the provider.

REPORT ALL INJURIES, NO MATTER HOW MINOR, TO YOUR SUPERVISOR.