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. Email the completed, signed forms to the Director of Human Resources and Director of EHS & Risk Management or take the form directly to Human Resources or the Director of EHS & Risk Management.

<table>
<thead>
<tr>
<th>Director of Human Resources</th>
<th>Kelley Williams</th>
<th><a href="mailto:kwilliams@ursinus.edu">kwilliams@ursinus.edu</a></th>
<th>Ext. 3589</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of EHS &amp; Risk Management</td>
<td>Carol McMillin</td>
<td><a href="mailto:cmcmillin@ursinus.edu">cmcmillin@ursinus.edu</a></td>
<td>Ext. 3221</td>
</tr>
</tbody>
</table>

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: Annette Stone
1-888-377-7263, 1275

**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. Email copy to EHS & Risk Management and Human Resources.
2. Go to the applicable panel provider for treatment.

For follow-up questions regarding a claim, contact the Director of Human Resources.

---

PANEL PROVIDER LIST

Oct 2009
Updated: November 2020
Work-Related Injury Reporting Procedure

1. Complete the Injury Report form. Fax the form to the number listed above or call the 888 number listed. Give the form to EHS & Risk Management or Human Resources.

2. Go to The Applicable Panel Provider Listed Above for Treatment. Provide the SISCO information listed above.

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: 410-583-4555

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. Give the form to EHS & Risk Management or Human Resources.

2. Go to the applicable panel provider listed above for treatment. Provide the SISCO information listed above.

In the event of an emergency, please go to the nearest hospital for treatment. You must contact your employer immediately.

### Workers' Compensation Panel for Ursinus College

**Occupational Medicine**

- **Worknets Occupational Medicine**
  - Phone: (610) 226-2600
  - Fax: (610) 970-5889
  - 80 Robinson Street
  - Norristown, PA 19401

- **Towern Health Urgent Care**
  - Phone: (610) 526-3300
  - Fax: (610) 970-5889
  - 80 Robinson Street

**Orthopaedic Surgery**

- **Rothman Orthopaedic Urgent Care**
  - Phone: 484-729-0565
  - 400 Enterprise Drive (Open 7 days a week)
  - 1308 Dekalb Street
  - Norristown, PA 19401

- **Princetonville Urgent Care**
  - Phone: (610) 279-8686
  - Fax: (610) 279-1588
  - 660 Main Street

**Physical Therapy**

- **Novacare Rehabilitation**
  - Phone: (610) 485-1010
  - 522 West Ridge Pike
  - SSY West Ridge Pike

**Chiropractic**

- **McCormick Chiropractic**
  - Phone: (610) 495-0101
  - 553 West Ridge Pike
  - Royersford, PA 19468

**Optometry**

- **Phoenixville Eye Care Specialists**
  - Phone: (610) 933-4498
  - Fax: (610) 933-5052
  - 720 South Main Street

**Chiropractors**

- **Chiropractor**

**Optometrists**

- **Optometrist**

**Injuries of the joints**

- **Valley Forge Orthopedic Associates**
  - Phone: (610) 729-9886
  - Fax: (610) 729-1588
  - 1308 Dekalb Street

**24-hour orthopaedic Urgent Care**

- **Joining Orthopaedic Urgent Care**
  - Phone: (610) 495-0095
  - Fax: (610) 985-0095
  - 420 W. Lindenfild-Tappan Rd 2000, Limerick, PA 19468

**24-hour physical therapy**

- **Novacare Rehabilitation**
  - Phone: (610) 485-1010
  - 522 West Ridge Pike

**24-hour physical therapy**

- **Novacare Rehabilitation**
  - Phone: (610) 485-1010
  - 522 West Ridge Pike

**All Injuries**

- **WORMENTO@PRONOVACE.COM**
  - Phone: (610) 337-5649
  - Fax: (610) 337-1588
  - 170 N. Henderson Road, Suite 306
  - The Henderson Medical Building

**Workers' Compensation Panel for Ursinus College**

- **SISCO**
  - Phone: 888-377-7263 ext: 1275 / Fax: 410-583-4555
  - PO BOX 42737
  - Baltimore, MD 21284