

Subject: Workers' Compensation - Designated Medical Providers for Work Related Injuries (updated July 1, 2011)

All employees must immediately **report any work related injury to their supervisor** (for assistance, if necessary, and to initiate a First Report of Injury form), and **must obtain treatment for work related injuries from:**

Concentra Medical Centers (2 locations)

Colorado Springs- North
5320 Mark Dabling Blvd
Colorado Springs, CO 80918
719-592-1584
Hours: 8:00 am-5 pm, M-F

Colorado Springs-South
2322 South Academy Blvd.
Colorado Springs, CO 80916
719-390-1727
Hours: 8:00 am-5pm, M-F

or

HealthQuest Medical, Inc.

1495 Garden of the Gods Road, Ste 102
Colorado Springs, CO 80907
719-260-9797
Hours: 8:00am-5pm, M-F

If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

In the event of a non-emergency, after-hours work related injury, contact one of the providers at the non-emergency numbers listed above.

At any time, in the event of a **life-or-limb threatening emergency or other serious injury that is work related**, your first objective is to seek medical treatment, which may be at the nearest emergency medical facility. Tell them you are a D14 employee, that you were injured on the job, and that the district's workers' compensation carrier is **RTW** (so you will not be responsible for payment when you are treated). However, **one of the medical providers designated above must provide all follow-up care.** When you can (either before or after emergency treatment), notify your supervisor of the injury.

- An injured employee has the right to make a one-time change between an employer's two designated medical providers by providing notice within 90 days of the injury, but before reaching maximum medical improvement.
- The injured employee must provide notice of the change of medical provider *in writing* by submitting an approved Colorado Division of Workers' Compensation form to:
 - o D14's workers' compensation carrier (RTW)
 - o The initial authorized treating physician (Concentra or HealthQuest)
 - o The newly authorized treating physician (Concentra or HealthQuest)
 - o The D14 business services office

The address for D14's workers' compensation carrier is:

RTW Inc., PO Box 390327, Minneapolis, MN 55437

Phone: 800-789-2242; main fax: 800-563-3364; First Report of Injury fax: 866-286-5258

A copy of this notice was provided to me on: _____ (date)

Name: _____ Signature: _____