

Middlebury College

Worker's Compensation Medical Treatment For _____
(employee name)

Your appointment is with Occupational Health Specialist Doris Raymond at her office located at 812 Exchange Street (in the Long Trail Physical Therapy Office/VT Sun building)

Appointment Date: _____ Appointment Time: _____

I certify that I have received this information sheet and will attend my scheduled appointment _____

(employee signature)

(date signed)

Who is Doris Raymond?

Doris Raymond is an Occupational Health Specialist hired by the College to treat employees who need non-emergent medical care due to a reported worker's compensation injury. Doris is a nurse case practitioner with over 25 years of experience. She rents office space from Long Trail Physical Therapy - she is not a physical therapist. Directions to her office are on the back of this form.

What if I must change or cancel my appointment?

Please contact Doris Raymond at least 24 hours in advance (if possible) via e-mail at draymond@middlebury.edu or by phone at 989-5625. **Middlebury College is charged a "no show" fee of \$65 if you miss your appointment or cancel with less than 24 hours notice. This fee applies to follow-up visits as well. Please make every effort to attend appointments on-time.**

What can I expect at my appointment?

Expect to complete some paperwork regarding your health history and current injury. Doris Raymond will examine you, determine your work capabilities, and make medical recommendations. You will be asked to review and sign a copy of your work capabilities form. If follow-up medical care with Doris is warranted, she will schedule that appointment and write the information on your work capabilities form. She will fax a copy of that form to Human Resources.

How long will my appointment last?

Expect to spend about 1 hour if you are a new patient and $\frac{1}{2}$ hour if you have previously treated with Doris. At times employees may need to wait a bit longer. We appreciate your patience.

Do I need to bring anything with me?

If you are under age 18 (or otherwise not authorized to make medical decisions for yourself) please have a parent or guardian accompany you to your appointment. Otherwise, there is no need to bring anything to your appointment; Human Resources will send your job description to Doris Raymond prior to your appointment so she will know the physical requirements of your job.

What if I am referred for a medical test or specialist treatment?

Doris makes medical recommendations based on her medical findings after your examination. If she refers you to a specialist medical provider or for additional medical tests, she has determined that such medical care is necessary whether or not the need for care is considered a work injury. She may be able to facilitate the scheduling of specialist appointments.

(over)

If you are referred for ongoing treatment such as physical therapy, chiropractic care, etc. please attempt to schedule these appointments outside of your regular work schedule when possible. If not possible, please attempt to schedule appointments at the least disruptive part of your workday (consult with your supervisor if necessary).

How do I know if my worker's compensation claim is accepted?

The College has a 3rd Party Administrator, FutureComp, who reviews each claim and accepts or denies a claim. A claim number is assigned in all cases and does not mean the claim has been accepted. If a claim is denied, employees will be notified of the denial and provided information on how to appeal a denial. Visits to Doris will be paid with no cost to you even if a claim is later denied. **If a claim is denied, any other medical care such as tests, therapy, prescriptions, equipment, and specialist appointments will not be paid by worker's compensation insurance.**

What if I am released to return to work with restrictions?

Your supervisor will need to review your restrictions and decide whether restrictions can be accommodated. Please contact HR to determine if you should return to work immediately. If you cannot reach someone in HR right away, please contact your supervisor to convey your restrictions. If your restrictions cannot be accommodated in your regular job HR will try to find "transitional duty" alternative work for you within your restrictions.

What if I am not released to return to work?

Contact HR and let your supervisor know.

Worker's compensation billing information

Bills for appointments with Doris Raymond will be submitted directly to FutureComp, the College's worker's compensation third party administrator. For any other medical care providers please provide them with the following billing information:

FutureComp

711 E. Main St.

Chicopee, MA 01020

Phone (855) 874-0123

Fax (413) 739-9330

Claims Adjuster: John Millard x54258

Contact information

If you have any questions please contact:

Sarah Nyhan (802)443-4005 (p) (802)443-2058 (f)

Courtney Conrad (802)443-5465 (p)

HR fax # (802)443-2058

Driving directions to Doris Raymond's office from campus

1. Head Northeast toward center of town
2. At the traffic circle continue straight onto **Main St**
3. Turn left onto **Seymour St** (after passing post office)
4. Continue straight onto **Exchange St** - Long Trail Physical Therapy and Vermont Sun building will be on the right at 812 Exchange St (across from Otter Creek Brewing)