

Thank you for reporting your injury. We want to be sure you have the information and support you need. There are some important things you should know.

If you need immediate care please go to the emergency room.

If you do not need medical treatment beyond first aid, no other action is needed by you at this time.

If you need to seek non-emergency treatment

If you need non-emergency care please contact your primary care physician. If you do not have a primary care physician or they cannot see you in a timely manner go to Porter Medical Center Express care.

PMC ExpressCare Hours (no appointment is needed)

Monday- Friday 9:00 am- 7:00pm

Saturday 9:00 am- 5:00pm

Sunday 9:00 am- 3:00pm

Directions:

115 Porter Drive Middlebury, VT 05753

From the main entrance, follow the ExpressCare sign and bear left into the first parking lot. The Express Care Clinic is on the opposite end of the parking lot. There are parking spaces reserved for ExpressCare patients near the entrance. The front door to ExpressCare is to the left of the garden, next to the large ExpressCare sign.

Important Information regarding your treatment! (Share with the medical provider)

1. Complete a medical release of information authorization.
2. Obtain return to work documentation from your provider specifying any work restrictions, this may be called a "work note" or "capability status".
3. Instruct provider to direct all worker's compensation bills to:

Careworks

PO Box 14841

Lexington, KY 40512

Phone: 413-750-4291

Fax: 413-739-9330

If you miss any time from work or have any work restrictions you must notify your supervisor and Sarah Nyhan, leave specialist:

Sarah Nyhan

Phone (802)443-5485

Fax (802)443-2058

sarah.nyhan@gmhec.org

Returning to Work

If you are advised to miss work by a medical provider you should not return to work until medically cleared. Contact Sarah Nyhan and your supervisor for more information. If you have no restriction, return to your normal schedule and pay careful attention to your condition. If it should worsen, return to your provider and follow up as needed with your supervisor and Sarah Nyhan.

Frequently Asked Questions

What can I expect at my appointment?

Expect to complete some paperwork regarding your health history and current injury. The provider will examine you, determine your work capabilities, and make medical recommendations.

You may be asked to review and sign a copy of your work capabilities form. If follow-up medical care is warranted, you may be referred to another provider.

Do I need to bring anyone 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.

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

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 work day (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. If a claim is denied, medical expenses 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?

Please contact Sarah Nyhan to determine if you should return to work immediately. Your supervisor will need to review your restrictions and decide whether restrictions can be accommodated.

What if I am not released to return to work?

Contact Sarah Nyhan and let your supervisor know.

What are my responsibilities?

Your responsibilities:

- Attend your worker's comp medical appointments
- Keep track of the dates of your worker's comp medical appointments and provide your supervisor with appointment dates and times with as much notice as possible, but at least 1 day in advance (especially for ongoing, regular treatment, such as physical therapy)

- Attempt to schedule ongoing treatment appointments (such as physical therapy) outside of your regular work schedule, when possible
- Adhere to your work restrictions (if any) as written by my medical provider both at work and outside of work
- Maintain contact with the Leave Coordinator and your supervisor and let them know if my restrictions change
- If you are offered “light duty” or “transitional duty” work that would allow you to work within the work restrictions imposed by my medical provider, failure to accept such an assignment can constitute a reason for your worker’s compensation insurance carrier to end your worker’s comp disability wages.