

## IBJI: Your Partner in Managing Your Employee's Injury

*See page 2 for a list of our work comp representatives.*

### Welcome to Illinois Bone & Joint Institute.

IBJI is grateful for the opportunity to assist your employee with their work comp injury, and to be your partner in navigating the complex requirements of the workers compensation industry. The IBJI Workers' Compensation Department has a dedicated team ready to assist you in making the injury management process as smooth as possible. This document is designed to answer many of the initial questions you may have about managing your employee's workplace injury.

- It's important that the injury be reported to your insurance carrier as soon as the employee files their First Report of Injury.
- To initiate care, IBJI staff will ask your employee to provide the following information at their first visit to our office. This ensures that notifications and claims are handled appropriately for your company.
  - Employer's work comp insurance company name and contact number.
  - Insurance claim number for the injury.
  - Date of injury
  - Employer's local contact for work comp matters.
- Our physicians would like to receive your employee's job description when possible. This will help ensure that our work restrictions/recommendations are consistent with the employee's duties.
- If your company offers alternative light duty work, please advise us, so that our physicians understand all the options available to the injured worker.
- Following each physician visit, we will provide the patient with a Work Status form which they will then provide to you. In addition, we will send the Work Status form and medical notes to the adjuster at your insurer.
- The injured worker should contact their adjuster to update them on any additional treatments prescribed by the treating physician. Any tests such as MRI, CT scans or durable medical equipment such as a knee brace or a sling requires a pre-approval. Our office will contact the insurer to obtain any necessary pre-approvals.
- The IBJI Workers Compensation Department staff are only a phone call away (see the next page!) to help you navigate the process of managing your employee's injury.

**Do you have an employee who needs immediate—but not emergency—care for an orthopaedic injury? Avoid the cost and wait of the ER and come to IBJI's immediate access program, OrthoAccess. Visit [ibji.com/orthoaccess](http://ibji.com/orthoaccess) to find the nearest OrthoAccess location.**

**IBJI is your resource for providing expedited, comprehensive care for orthopaedic injuries. We look forward to serving both you and your employee to achieve the best possible outcome for all.**

## IBJI WORKERS' COMPENSATION LOCATIONS & CONTACTS

<b>ARLINGTON HEIGHTS</b> 1300 E. Central Rd. Arlington Heights, IL 60005  WC Contact: Linda McCarty lmcarty@ibji.com 847-870-6100	<b>ELMHURST</b> 1200 S. York Road Elmhurst, IL 60126  WC Contact: Emily Diaz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)	<b>MCHEHRY</b> 406 Front Street McHenry, IL 60050  WC Contact: Jessica Smith jessmith@ibji.com 847-381-0388
<b>BANNOCKBURN</b> 2101 Waukegan Rd., Suite 110 Bannockburn, IL 60015 847-939-WORK (9675) WC Contact: Julie Naughton jnaughton@ibji.com	<b>FOX RIVER GROVE</b> 1009 Illinois Route 22, Suite 2 Fox River Grove, IL 60021  WC Contact: Alana Kanellis akanellis@ibji.com 224-217-6659	<b>MORTON GROVE</b> 9000 Waukegan Rd., Suite 200 Morton Grove, IL 60053  WC Contact: Work Comp Team mgworkmanscomp@ibji.com 595-222-4501
<b>BARRINGTON</b> 27401 W. Highway 22, Suite 125 Barrington, IL 60010  WC Contact: Killeen Tijerina ktijerina@ibji.com 847-381-0388 ext. 3305	<b>FRANKFORT</b> 19552 S. Harlem Avenue Frankfort, IL 60423 815-928-8052  WC Contact: Eleanor Clark eclark@ibji.com	<b>NAPERVILLE</b> 2940 Rollingridge Road, Suite 102 Naperville, IL 60564  WC Contact: Vanessa Lozada hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)
<b>BOURBONNAIS</b> 6712 N Convent St, Suite 100 Bourbonnais, IL 60914 815-928-8052  WC Contact: Eleanor Clark eclark@ibji.com	<b>GLENVIEW</b> 2401 Ravine Way, Suite 200 Glenview, IL 60025 847-939-WORK (9675)  WC Contact: Sheila Austria saustria@ibji.com	<b>NEW LENOX</b> 1870 Silver Cross Boulevard Pavilion B, Suite 200 New Lenox, IL 60451  WC Contact: Vanessa Lozada hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)
<b>CHICAGO - AVONDALE</b> 2923 N. California Ave. Chicago, IL 60618  WC Contact: Tessa Segobiano tsegobiano@ibji.com 773-777-9900, extension 053004	<b>GURNEE</b> 350 S. Greenleaf St., Suite 405 Gurnee, IL 60048  WC Contact: Karen Tamez ktamez@ibji.com 847-596-7638	<b>PARK RIDGE</b> 1550 N. Northwest Hwy., Suite 220 Park Ridge, IL 60068  WC Contact: Alana Kanellis akanellis@ibji.com 224-217-6659
<b>CHICAGO - LAKEVIEW</b> 3000 N. Halsted St., Suite 525 Chicago, IL 60657  WC Contact: Tessa Segobiano tsegobiano@ibji.com 773-777-9900, extension 053004	<b>HINSDALE</b> 550 W. Ogden Ave. Hinsdale, IL 60521  WC Contact: Deya Ruiz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)	<b>WESTERN SPRINGS</b> 4700 Gilbert Avenue, Suite 51 Western Springs, IL 60558  WC Contact: Deya Ruiz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)
<b>CHICAGO - PARK RIDGE</b> 250 S. Northwest Hwy., Suite 100 Park Ridge, IL 60068  WC Contact: Elizabeth Jimenez ejimenez@ibji.com 773-631-7898	<b>JOLIET</b> 951 Essington Road Joliet, IL 60435  WC Contact: Vanessa Lozada hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)	<b>WESTMONT</b> 1010 Executive Court, Suite 250 Westmont, IL 60559  WC Contact: Emily Diaz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)
<b>DES PLAINES</b> 900 Rand Rd. Des Plaines, IL 60016  WC Contact: Work Comp Team mgworkmanscomp@ibji.com 595-222-4501	<b>LIBERTYVILLE</b> 720 Florsheim Drive Libertyville, IL 60048  WC Contact: Veronica Oleson voleson@ibji.com 847-932-0019	<b>WILMETTE</b> 521 Green Bay Rd Wilmette, IL 60091 847-939-WORK (9675)  WC Contact: Sheila Austria saustria@ibji.com