

IBJI: Your Partner in Managing Your Workplace Injury

Welcome to Illinois Bone & Joint Institute.

Thank you for choosing IBJI for care of your workplace injury. We are truly grateful for your confidence, and look forward to guiding you through the Workers Compensation process and helping you on your way to recovery. The **IBJI Workers' Compensation (WC) Department** has a dedicated team to assist you and answer any WC questions. We understand the special needs of WC patients, and most important, are committed to your recovery.

It is very important that you take an active role in the management of your Workers' Compensation injury to ensure that your employer pays for your healthcare and that your course of treatment is as smooth as possible.

Report your injury to your employer and ask them to submit the **First Report of Injury** as soon as possible. The injury should be reported to your immediate supervisor, Human Resources Department, or company owner, as appropriate for your company. You should also obtain your company's policy on work related injuries and benefits.

Give the IBJI staff the following items, most of which you can get from your employer:

Employer's work comp insurance company name and number.

The insurance Claim Number for your injury. This number verifies that your employer recognizes responsibility for your injury.

Date of your injury.

Work comp contact name and phone number at your employer.

Your attorney's contact information, if you have one.

You will be asked for your personal health insurance card at the time of your first visit. The information will be kept on file in the event that your injury is determined not to be work related.

Following your visit with the physician, he/she will complete a **Work Status** form. It is your responsibility to ensure that this document is given to your employer immediately following every visit. *Your physician may also provide this directly to your employer or insurance company.*

Contact the claim representative or adjuster who has been assigned by your employer's insurance company following each visit. This will help expedite approvals and payments of any lost-time benefits owed to you, as well as provide prompt payment of any medical bills related to your claim.

Also, let your claim representative or adjuster know if your treatment will include tests or items related to your physician visit such as: MRI, CT scan, other testing, or durable medical equipment such as a knee brace or sling. Again, this will expedite approvals.

It is very important that you attend all appointments, testing or therapy prescribed by your physician.

This is necessary to assist in your recovery and will ensure continued coverage of benefits from your employer.

The Workers Compensation Department at your IBJI practice location is here to serve as a resource to help guide you through the often confusing Workers Compensation process. **Refer to the office phone numbers on Page 2 to contact us.**

