



# Employee Injury Packet



\_\_\_\_\_  
Dealership Name

\_\_\_\_\_  
Claim Coordinator Name & Phone

## To the Employee:

- \_\_\_\_\_ 1. Contact your supervisor to report injury.
- \_\_\_\_\_ 2. Go to the medical care facility (or emergency facility) directed by your manager and **give physician this packet every visit.**
- \_\_\_\_\_ 3. Return the completed Injury Packet to your Supervisor or Claim Coordinator following the visit.
- \_\_\_\_\_ 4. If a referral is necessary, you must contact your employer’s human resources department for a Panel of Physicians. The medical/emergency facility cannot make referrals.
- \_\_\_\_\_ 5. If prescriptions will be necessary, refer to *Cadence Rx Prescription Coverage* information sheet inside this packet

## To the Physician:

- \_\_\_\_\_ 1. If a medical referral is necessary, direct the employee to contact their human resources department for a Panel of Physicians from which to choose.
- \_\_\_\_\_ 2. Our dealership offers a Return-to-Work Program where we make every effort to promote expeditious recovery and transition back to the workplace. Please complete the attached Medical Treatment & Work Status Form detailing work restrictions & return to Employee (or mail to PMA)

**Questions? Contact PMA at 1-888-476-2669**

The PMA Companies are responsible for making all compensability decisions regarding this workers compensation claim and making payments on compensable claims. Please forward all medical billings and medical reports directly to:

***PMA Customer Service Center  
PO Box 5231  
Janesville, WI 53547-5231***

***Please reference the PMA Claim number or the employee’s name, date of accident, & SSN***

Note: All bills should be sent with appropriate supporting medical reports as they cannot be processed without the appropriate supporting medical reports



# Medical Treatment & Work Status Form

Employee Name \_\_\_\_\_ Dealership \_\_\_\_\_

## To Be Completed By Healthcare Provider

(Please Note: A separate *Medical Treatment & Work Status Form* must be completed for each visit to an approved provider.)

Patient has follow up appointment on \_\_\_\_\_ ( ) Check if treatment complete

Diagnosis: \_\_\_\_\_

Treatment (including surgery, physical therapy, medications, and diagnostic procedures):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Medical Recommendations for Return to Work: (Modified duty will be considered for all employees)

WORK STATUS: (Health Care Provider, please check all appropriate boxes)

[ ] Patient released to regular duty on \_\_\_\_\_ or, [ ] Patient expected to return to full duty on \_\_\_\_\_

[ ] Patient may work transitional/ modified duty as of \_\_\_\_\_ with restrictions as listed below:

WORK EFFORT LEVEL: (US Dept of Labor Classifications, 3<sup>rd</sup> Ed. 1993)

- |  |  |
|--|--|
| [ ] Sedentary: lift/carry 10 lbs. maximum: walk, stand, sit as needed  | [ ] Medium Heavy: lift/carry occasional 75 lbs. maximum, frequently lift/carry up to 50 lbs. |
| [ ] Light: lift/carry occasional 20 lbs. maximum; sitting as needed, may lift/carry up to 10 lbs. frequently, walk stand, push, pull (arm or leg controls), may walk/stand to significant degree | [ ] Heavy: lift/carry occasional 100 lbs. maximum, frequently lift/carry up to 50 lbs.       |
| [ ] Light Medium: lift/carry occasional 35 lbs. maximum, frequently lift/carry up to 20 lbs.   | [ ] Employee can drive to work   |
| [ ] Medium: lift/carry occasional 50 lbs. maximum, frequently lift/carry up to 25 lbs.   | [ ] No reaching above shoulder height  |
| [ ] Medium Heavy: lift/carry occasional 75 lbs. maximum, frequently lift/carry up to 50 lbs.   | [ ] No reaching below waist  |
|  | [ ] No exposure to dust/fumes  |
|  | [ ] No operating vehicles  |
|  | [ ] No operating machinery   |

[ ] Other restrictions \_\_\_\_\_

Name of Healthcare Provider Practice \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Healthcare Provider \_\_\_\_\_ Date \_\_\_\_\_

**HEALTHCARE PROVIDER:** Please forward records and bills from this visit as soon as possible to:  
PMA Customer Service Center, P. O. Box 5231, Janesville, WI 53547-5231

**EMPLOYEE:** Return this form to your supervisor/claims coordinator

**QUESTIONS:** Contact PMA Management Corp. Customer Service: 888-476-2669

To be Completed by Employee (Employee Signature Required)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Injury: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*I give permission to my physicians or other healthcare providers, hospitals, or clinics to release the information on this form and to release my medical records relating to this injury/illness to my employer, PMA, and any entity responsible for providing services in connection with my workers' compensation claim. I understand this information will be used to assist my employer in evaluating my injury/illness, my work status, and proposed courses of treatment.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transitional Duty Provided: \_\_\_\_\_ Date Transitional Duty Started: \_\_\_\_\_

Description of Transitional Duty: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

To be Completed by Supervisor

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## WORKPLACE INJURY PRESCRIPTION INFORMATION

### Employer:

Please fill out the employee information below and provide the employee with this document to take to any pharmacy for their workplace injury prescriptions.

### Employee:

**PMA Companies** has partnered with **Cadence Rx** to make filling workers' compensation prescriptions easy. Medications may be subject to formulary and pre-authorization requirements. Please take this letter and your prescription(s) to a pharmacy near you.

Cadence Rx has a network of over 72,000 pharmacies nationwide. To locate a network pharmacy near you, please use the pharmacy locator at <https://cadencerx.com/find-a-pharmacy/> or call Cadence Rx toll-free at 1-888-813-0023.



**This document serves as a temporary prescription card. A permanent prescription card specific to your work-related injury or illness will be forwarded directly to you if your claim is deemed compensable for pharmacy benefits.**

**IF YOU HAVE QUESTIONS OR NEED ASSISTANCE AT THE PHARMACY, PLEASE CALL 888-813-0023**

### Pharmacist:

Please obtain the below information from the injured employee to process prescriptions for the workplace injury only. Please do not send the patient home or have the patient pay for medication(s) before calling Cadence Rx for assistance.

**Note: Certain medications are pre-approved for this patient; these medications will process without an authorization. All others will require prior approval.**

Prescription Drug ID Card		Pharmacy Information
 		<p>This form allows you to fill your initial prescriptions with a maximum cost of \$500 per medication and no more than a 14-day supply per prescription. Pharmacy, if you need assistance processing this claim, please call 1-888-813-0023.</p> <p>The pharmacy benefit card is only to be used for medications prescribed for your work-related injury. By using this card, you acknowledge and accept financial responsibility for any prescriptions billed under this card that are later found to be unrelated to your injury.</p> <ul style="list-style-type: none"> <li><b>Member ID format: The ID must start with FF followed by the last 4 digits of the social security number plus 8- digit DOI (MMDDYYYY). Example: FF999901012018</b></li> </ul>
Employee Name:		
Member ID Number*	<b>*Refer to Member ID Format</b>	
Date of Injury:		
Group Number:	PMACRX	
PCN Number:	CRX	
BIN Number:	021460	
Card Created On: ___/___/___		





## INFORMACIÓN DE RECETAS POR LESIONES EN EL LUGAR DE TRABAJO

### Empleador:

Complete la información del empleado a continuación y proporcione este documento al empleado para que lo lleve a una farmacia para sus recetas por lesiones en el lugar de trabajo.

### Empleado:

**PMA Companies** se ha asociado con **Cadence Rx** para que sea más fácil rellenar las recetas de los trabajadores. Las medicaciones podrán estar sujetas a requisitos de autorización previa y formularios. Lleve esta carta y su(s) receta(s) a una farmacia cercana.

Cadence Rx cuenta con una red de más de 72.000 farmacias por todo el país. Para encontrar una farmacia de nuestra red cerca de usted puede usar el buscador de farmacias en <https://cadencrx.com/find-a-pharmacy/> o llame a Cadence Rx sin cargo al 1-888-813-0023.



**Este documento sirve como tarjeta temporal de recetas. Le enviaremos una tarjeta de recetas permanente para su enfermedad o lesión laboral si se considera que su reclamación amerita compensación con prestaciones farmacéuticas.**

**SI TIENE ALGUNA PREGUNTA O NECESITA ASISTENCIA EN LA FARMACIA LLAME AL 888-813-0023**

### Farmacéutico:

Obtenga la siguiente información del empleado lesionado para procesar las recetas sólo aplicadas a la lesión en el lugar de trabajo. No envíe al paciente a casa ni le haga pagar la(s) medicación(es) antes de llamar a Cadence Rx.

**Nota: Ciertas medicaciones están preaprobadas para este paciente; estas medicaciones serán procesadas sin autorización. El resto necesitan aprobación previa.**

Tarjeta Identificativa de Recetas		Información para la Farmacia
 		<p>Este formulario le permite completar sus primeras recetas con un costo máximo de \$500 por medicación y no más de 14 días de abastecimiento por receta. Farmacia, si requiere asistencia para procesar este reclamo, llame al 1-888-813-0023.</p> <p>La tarjeta de prestaciones farmacéuticas solo debe ser usada para medicaciones recetadas para su lesión laboral. Al usar esta tarjeta usted reconoce y acepta responsabilidad económica por cualquier receta facturada bajo esta tarjeta que resulte no estar relacionada con su lesión.</p> <ul style="list-style-type: none"> <li><b>Formato de ID de Miembro: El ID debe comenzar por FF seguido por los últimos 4 números del número de seguridad social más los 8 números del DOI (MMDDAAAA). Ejemplo: FF999901012018</b></li> </ul>
Nombre del empleado:		
Número ID de Miembro*	<b>*Consultar Formato de ID de Miembro</b>	
Fecha de Lesión:		
Número de Grupo:	PMACRX	
Número PCN:	CRX	
Número BIN:	021460	
Tarjeta Creada El: ____/____/____		

## Participating Pharmacies/Farmacias Participantes:

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Below are some of the major pharmacy chains Cadence Rx partners with/

A continuación se presentan algunas de las principales

cadena de farmacias con las que se asocia Cadence Rx:

Acme Pharmacy	Hannaford	Rite Aid
Albertson's	Harris Teeter	Safeway
Aurora Pharmacy	HEB Grocery	Sam's Club
Bartell Drugs	HY-VEE Pharmacy	Sav Mor Drug Stores
Big Y	Ingles Markets	Save Mart
Bi-Lo	King Sooper's Pharmacy	Shaw's
Bi-Mart	Kinney Drugs	Shoptite
Brooks	Kroger Pharmacy	Smith's Food and Drug Center
Brookshire Brothers	Kmart Pharmacy	Snyder
Brookshire Grocery	Leader Drug Stores	Stop and Shop Pharmacy
Carrs	Longs Drug Store	SuperValu Pharmacy
Costco	Marsh Drugs	Target Pharmacy
CVS	Medicap	Thrifty Drugs
Dillons	Medicine Shoppe	Tom Thumb
Discount Drug Mart	Meijer Pharmacy	Tops
Eckerd Drug	New Albertson's	United Pharmacy
EPIC Pharmacy	Osco	Vons
Food City	Price Chopper	Walgreens
Food Lion	Publix	Walmart
Fred Meyer	Raley's Drug Center	Wegmans
Fry's Food and Drug	Ralphs	Weis
Giant Eagle	Randalls	Winn Dixie