



Information on Work-Related Injuries

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When Pittsburgh Public Schools (PPS) employees sustain a work-related injury, they must contact the PPS Call Center first at 412-529-HELP to file an accident report. If the situation is a lifethreatening emergency, employees should first call 911 or seek treatment at their local emergency room. When employees have received help, they must always follow up by calling the PPS Call Center as soon as possible to file an accident report.

1. First and foremost, when a work-related injury occurs, the injured employee or his/her supervisor shall call the District's call center at 412-529-3832 with the information regarding the injury. A medical facilitator will answer the telephone, and after gathering information regarding the injury, will direct the injured the employee to the nearest panel facility, or if after normal work hours, they will be referred to the emergency room; if required.
2. The injured employee must still complete an accident report and have his/her supervisor sign the completed report. The yellow carbon copy of the accident report is for the employee's records. The completed accident report is to be forwarded to the Workers' Compensation Office. The supervisor's signature on the accident report is notification that an injury may have occurred. It is not a verification/acknowledgement of the alleged injury.
3. The Workers' Compensation Office will contact the school/facility where the work-related injury occurred, inquiring of the work status of the employee.
4. If the injury has been accepted by the Workers' Compensation Office, the Office will then contact the supervisor to inform them of the employee's status and if the employee has chosen workers' compensation indemnity payments or the option of using their sick time until they are released to return to their regular employment.
5. When the employee is able to return to work, the Workers' Compensation Office will contact their workplace and facilitate a return-to-work date. The employee is not to be cleared through the Health Services Office unless his/her claim has been denied.
6. If the supervisor or the injured employee have any questions about the procedures following a workrelated injury, they may contact the Workers' Compensation Office at 412-529-3811.
7. The schools must order the injury reports from the District's pre-printed list warehouse stock by ordering WC-1 (663450) and keep them on hand. Should you have a problem ordering these forms, you can contact purchasing at 412-529-5141.

Contact the Workers' Compensation Office with any questions:
School District of Pittsburgh
341 S. Bellefield St – Room 349
Pittsburgh, PA 15213

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: Office of Employee Relations, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).



Workers' Compensation Health Care Provider Panel

Workers' Compensation Health Care Provider Panel

You or your supervisor must immediately telephone 412-529-3832 to report your work-related injury. Pursuant to the Workers' Compensation Act, employees of the Pittsburgh Public Schools have the duty to obtain medical treatment for their work-related injuries from one or more of the following health care providers for ninety (90) days from the date of first visit to a designated provider. Employee has the right to switch from one designated health care provider on the list to another during the ninety (90) day period.

Employee has the right to seek emergency medical treatment for life-threatening injuries from a nondesignated medical provider, but subsequent non-emergency treatment must be rendered by a designated provider for the remainder of the ninety (90) day period. Employee has the right to seek medical treatment from a non-designated provider during the ninety (90) day period, but employer is not responsible to pay for these services.

UPMC Concentra Medical Center		Chiropractic Treatment
Physicians	Location	
Michael Rowe John Stuart, MD Marisa Rasile, PT, MPT	DO Concentra University Center 120 Lytton Avenue, Suite 275 Pittsburgh, PA 15213 412-621-5430 Hours: 8:00 AM to 5:00 PM, M-F	Sala Chiropractic Rehabilitation 2746 South Park Road Bethel Park, PA 15102 412-831-8000
Janice Ribaud, MD Rebecca Rhodes, PT	Concentra—Aspinwall 15 Freeport Road, Suite 100 Pittsburgh, PA 15215 412-784-1678 Hours: 7:00 AM to 7:00 PM, M-F	Newman Chiropractic Center 1927 E. Carson Street Pittsburgh, PA 15203 412-381-4422
Prashanti Rajagopalan, DO Jim Mousadis, BS, MPT	Concentra—Robinson 4390 Campbells Run Road Pittsburgh, PA 15205 412-429-9675 Hours: 8:00 AM to 5:00 PM, M-F	Diagnostic Testing MedEval—1-800-809-5687 There are multiple diagnostic testing sites. Schedule your appointment for the site convenient to your location.
Alexia Zgurzynski, DO Holly Mays, DPT	Concentra—West End 1600 West Carson Street Pittsburgh, PA 15219 412-391-1137 Hours: 7:00 AM-7:00 PM, M-F	For emergency and/or acute after-hour and weekend care for your work-related injury, treat at any local emergency department. For additional information call the workers' compensation office at 412-488-4317.

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