

Employer Information and Implementation Guideline

Welcome to the Preferred Provider Program (PPP) for Illinois.

The PPP is a network of medical care providers designated for treatment of work-related injuries. The PPP is required to have an adequate choice of medical providers available to treat common injuries within a reasonable distance of a covered employee's residence. Participation in this PPP allows you to encourage your injured employees to choose medical providers from a listing of PPP providers. These PPP providers have experience treating work-related injuries. The PPP encourages a proactive approach toward diagnosing and treating work-related injuries and promoting a safe, medically appropriate return to work.

What you should know

- An injured employee is allowed two choices of treating provider.
- After being informed of the PPP, an employee has the right to decline participation in writing subsequent to and at any time after an injury occurs.
- If an employee declines to participate, this written notice constitutes one choice of provider, leaving him/her with only one more choice. The employee must mail written notice to Sedgwick Claims Management Attn: Cynthia Evans at PO Box 14628 Lexington KY 40512
- First aid or emergency care should be obtained from the nearest medical facility and does not constitute a choice of provider.

Implementation Steps

1. Provide your employees with a copy of the mandatory ***Notice of Worker's Compensation Preferred Provider Program (PPP)*** as directed by the Illinois Workers' Compensation Commission and included in this packet. Track the delivery of this notice.
2. Determine and post at the worksite a listing of occupational clinics and treating doctors available in the network and nearby your worksite.
3. Ensure you have the ICPN Workers Compensation State Form poster posted.
4. If a worksite injury occurs, encourage your participating employee to choose a treating doctor from the PPP network directory.
5. When you receive notice of an injury and the claim is filed, Sedgwick will send the injured employee a copy of the mandatory ***Notice of Preferred Provider Program for Workers' Compensation Medical Care*** found in this packet. This will reinforce the notice provided when the program was implemented. This notice will be sent in the claim packet from Sedgwick.
6. Remember to report your claim.

Preferred Provider Program Key Points

- An injured employee is allowed to choose a treating provider from the network directory who is appropriate for the treatment of his or her occupational injury. The injured employee is allowed to make up to two choices of treating providers. Any additional change will require approval of the employer and/or EK Health Services.

- If an employee does not wish to participate in the PPP, the employee must provide notice in writing to the Claims Adjuster at Sedgwick.
- If participation has been declined in writing, it constitutes one of the available two choices of provider.
- First Aid or Emergency care should be given at the closest medical facility and does not constitute a provider choice.
- When an employee provides a notice of work-related injury to the employer, the employer may recommend the injured employee to choose a provider within the PPP network.
- Any non-emergency treatment with a non-PPP provider selected by the injured employee prior to giving notice of a work-related injury to the employer is considered to be one of the employee's choices of provider(s).
- Primary treating and hospital health care services for emergency medical must be located within 30 minutes or 15 miles of the employee's residence in a non-rural area.
- Occupational health services and specialty providers are to be within 60 minutes or 30 miles of the employee's residence.
- An appointment for initial treatment is to be available within three business days of a request.
- An appointment for treatment of common work-related injuries is to be available within twenty business days of request.
- If an employee is working or resides temporarily or permanently outside the Illinois geographic area, and requires treatment for their work-related injury, they may choose a treating provider from a network listing of at least three providers in that area.
- Employers and employees may obtain a current provider network listing by:
 - Searching on the provider portal at: <https://intelleserver.com/wrapbook/>
 - Sending a request to ekhealthmpn@ekhealth.com
 - Calling (855)268-6560 and requesting a listing



Notice of Our Workers' Compensation Preferred Provider Program (PPP)

This information is being provided to you to explain your rights and responsibilities should you have an accident at work.

Illinois law allows our company to offer healthcare services to employees for workers' compensation injuries through a Preferred Provider Program (PPP). The Illinois Department of Insurance has approved our network of medical providers for treatment of work related injuries. The Department of Insurance requires our PPP network to meet standards for geographic accessibility, adequacy of medical providers and other factors important to assuring the adequacy of care to our injured employees.

You may choose to be treated by any of the medical providers of your choice in the EK Health PPP subject to the limitations described below. A list of PPP medical providers may be requested or you may access the list of the medical providers in our PPP at <https://intelleserver.com/wrapbook/>.

After your report of injury to us, you may in writing to us decline your participation in the PPP. Should you decline participation in the PPP, the law provides that your declination of participation constitutes one of the two choices of medical providers to which you are otherwise entitled. You may also decline treatment from our PPP at any time throughout your treatment for this work-related injury. However, that declination will also constitute one of your two choices of medical providers unless the Illinois Workers' Compensation Commission determines that the medical treatment provided to you by our PPP is inadequate.

In addition, the law provides if, prior to report of an injury, you are provided non-emergency treatment from a medical provider not within the PPP, that treatment would constitute one of the two choices of a medical provider to which you are otherwise entitled to. Please be advised that our company may not be required to pay for medical treatment you receive from medical providers outside or beyond your two choices of medical providers and subsequent referrals.

If our PPP does not provide a medical provider who can provide an approved medical treatment, a medical provider not a member of the PPP may be used at our expense if you have complied with our PPP's pre-authorization requirements for use of the medical provider who is not a member of the PPP.

For additional information regarding our program requirements, please review the attached materials that we are required to provide you pursuant to Section 370m (215 ILCS 5/370m) of the Illinois Insurance Code.

IF YOU ARE INJURED ON THE JOB, IN CASE OF EMERGENCY, SEEK IMMEDIATE MEDICAL ATTENTION AT THE NEAREST EMERGENCY FACILITY.

Immediately report your injury to your supervisor/manager or contact:

Employer: _____

Contact Name: _____

Address: _____

Telephone: _____



**NOTICE OF PREFERRED PROVIDER PROGRAM
FOR WORKERS' COMPENSATION MEDICAL CARE**

We have received your report of a work-related injury. Please be advised that we have established a Preferred Provider Program (PPP) for medical treatment for workers' compensation cases, pursuant to the Illinois Workers' Compensation Act (820 ILCS 305/8(a) and 8.1a). Our PPP has been approved by the Illinois Department of Insurance as required under the Act.

We recommend that you obtain your medical care from the PPP network for any work-related injury because we believe it will provide good treatment for you. You may decline to be treated by providers in our PPP now or at any time throughout your treatment for this work-related injury.

Such declination must be made to us in writing, and will count as one of your two choices of medical providers. We may not be required to pay for medical services outside or beyond your two choices of medical providers and the chain of referrals there from.

However, not receiving treatment from our PPP will not be considered a choice of physicians if: 1) there is no medical provider in the PPP that provides treatment you need and you comply with all pre-authorization requirements; or 2) the Illinois Workers' Compensation Commission has determined that the treatment provided to you by our PPP is inadequate.

To obtain the list of medical providers in the PPP, go <https://intelleserver.com/wrapbook/> or call 855-268-6560. To decline participation in the PPP, you must do so in writing; direct it to Sedgwick Claims Management Attn: Cynthia Evans PO Box 14628 Lexington KY 40512. If you have questions about the employer's PPP network, please contact (855) 268-6560.

If you have any questions about your rights under the law, please call the Public Information Unit at the Illinois Workers' Compensation Commission at 312/814-6611, toll-free 866/352-3033, email the IWCC at infoquestions.wcc@illinois.gov, or check the Commission's website at www.iwcc.il.gov/.