



## **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. Call 844-425-4362 or go to <http://www.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.**

**TO SCHEDULE AN IME, CALL 877-385-8755 or EMAIL [ibjiime@ibji.com](mailto:ibjiime@ibji.com)**

	<p><b>IBJI Arlington Heights</b> 1300 E. Central Rd Arlington Height IL 60005</p> <p>WC Contact: Karen Petunic <a href="mailto:WC_Arlington_Heights@ibji.com">WC_Arlington_Heights@ibji.com</a> 847-870-6100</p>		<p><b>IBJI Des Plaines</b> 900 Rand Road Suite 200 Des Plaines IL 60016</p> <p>WC Contact: Mary Ann Palermo <a href="mailto:WC_MortonGrove@ibji.com">WC_MortonGrove@ibji.com</a> 847-324-3951</p>
	<p><b>IBJI Bannockburn</b> 2101 W Waukegan Rd Suite 110 Bannockburn IL 60015</p> <p>WC Contact: Debbie Puroi <a href="mailto:WC_Bannockburn@ibji.com">WC_Bannockburn@ibji.com</a> 847-914-9096</p>		<p><b>IBJI Glenview</b> 2401 Ravine Way Suite 200 Glenview IL 60025 847-939-WORK WC Contact: Julie Naughton <a href="mailto:jnaughton@ibji.com">jnaughton@ibji.com</a> WC Contact: Laura Radziwonski <a href="mailto:lradziwonski@ibji.com">lradziwonski@ibji.com</a></p>
	<p><b>IBJI Barrington</b> 27401 W. Highway 22 Suite 125 Barrington IL 60010</p> <p>WC Contact: Constance Baily <a href="mailto:cbaily@ibji.com">cbaily@ibji.com</a> 847-381-0388 ext 305</p>		<p><b>IBJI Gurnee</b> 350 South Greenleaf Suite 405 Gurnee IL 60048</p> <p>WC Contact: Gladys Wence <a href="mailto:WCGurnee@ibji.com">WCGurnee@ibji.com</a> 847-693-2150</p>
	<p><b>IBJI Chicago-Avondale</b> 2923 N. California Ave Chicago IL 60657</p> <p>WC Contact: Milena Skyvarova <a href="mailto:WCChicago@ibji.com">WCChicago@ibji.com</a> 773-777-9900</p>		<p><b>IBJI Libertyville</b> 720 Florsheim Drive Libertyville IL 60048</p> <p>WC Contact: Amparo Berrios <a href="mailto:aberrios@ibji.com">aberrios@ibji.com</a> 847-247-4000</p>
	<p><b>IBJI Chicago-Lincoln Park</b> 3000 N. Halsted St., Suite 525 Chicago IL 60657</p> <p>WC Contact: Milena Skyvarova <a href="mailto:WCChicago@ibji.com">WCChicago@ibji.com</a> 773-777-9900</p>		<p><b>IBJI Morton Grove</b> 9000 Waukegan Road Suite 200 Morton Grove I 60053</p> <p>WC Contact: Mary Ann Palermo <a href="mailto:WC_MortonGrove@ibji.com">WC_MortonGrove@ibji.com</a> 847-324-3951</p>
	<p><b>IBJI Chicago-Millennium Park</b> 150 N. Michigan Ave Suite 1400 Chicago IL 60601</p> <p>WC Contact: Milena Skyvarova <a href="mailto:WCChicago@ibji.com">WCChicago@ibji.com</a> 312-444-1145</p>		<p><b>IBJI McHenry</b> 406 Front Street McHenry IL 60050</p> <p>WC Contact: Constance Baily <a href="mailto:cbaily@ibji.com">cbaily@ibji.com</a> 847-381-0388 ext 305</p>

**Visit us online for more information about our providers and additional locations at [ibji.com](http://ibji.com)**