

# 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.**

## IBJI WORKERS' COMPENSATION LOCATIONS & CONTACTS

<p><b>ARLINGTON HEIGHTS</b> 1300 E. Central Rd. Arlington Heights, IL 60005</p> <p>WC Contact: Karen Petrunic WC_Arlington_Heights@ibji.com 847-870-6100</p>	<p><b>ELMHURST</b> 1200 S. York Road Elmhurst, IL 60126</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>	<p><b>MCHEENRY</b> 406 Front Street McHenry, IL 60050</p> <p>WC Contact: Diana Davila ddavila@ibji.com 847-381-0388</p>
<p><b>BANNOCKBURN</b> 2101 Waukegan Rd., Suite 110 Bannockburn, IL 60015 847-939-WORK (9675) WC Contact: Julie Naughton jnaughton@ibji.com WC Contact: Laura Radziwonski lradziwonski@ibji.com</p>	<p><b>FOX RIVER GROVE</b> 1009 Illinois Route 22, Suite 2 Fox River Grove, IL 60021</p> <p>WC Contact: Alana Kanellis akanellis@ibji.com 224-217-6659</p>	<p><b>MORTON GROVE</b> 9000 Waukegan Rd., Suite 200 Morton Grove, IL 60053</p> <p>WC Contact: Mary Ann Palermo mgmedicalrecords@ibji.com 847-779-6008</p>
<p><b>BARRINGTON</b> 27401 W. Highway 22, Suite 125 Barrington, IL 60010</p> <p>WC Contact: Diana Davila ddavila@ibji.com 847-381-0388</p>	<p><b>FRANKFORT</b> 19552 S. Harlem Avenue Frankfort, IL 60423 815-469-3452 WC Initial Contact: Sherri Guertin sguertin@ibji.com WC Contact: Norma Zavala nzavala@ibji.com</p>	<p><b>NAPERVILLE</b> 2940 Rollingridge Road, Suite 102 Naperville, IL 60564</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>BRADLEY</b> 400 S. Kennedy Drive Bradley, IL 60915 815-928-8050 WC Initial Contact: Sherri Guertin sguertin@ibji.com WC Contact: Norma Zavala nzavala@ibji.com</p>	<p><b>GLENVIEW</b> 2401 Ravine Way, Suite 200 Glenview, IL 60025 847-939-WORK (9675) WC Contact: Julie Naughton jnaughton@ibji.com WC Contact: Laura Radziwonski lradiwonski@ibji.com</p>	<p><b>NEW LENOX</b> 1870 Silver Cross Boulevard Pavilion B, Suite 200 New Lenox, IL 60451</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>CHICAGO - AVONDALE</b> 2923 N. California Ave. Chicago, IL 60618</p> <p>WC Contact: Milena Skyvarova WCChicago@ibji.com 773-777-9900</p>	<p><b>GURNEE</b> 350 S. Greenleaf St., Suite 405 Gurnee, IL 60048</p> <p>WC Contact: Karen Tamez ktamez@ibji.com 847-693-2150</p>	<p><b>PARK RIDGE</b> 1550 N. Northwest Hwy., Suite 220 Park Ridge, IL 60068</p> <p>WC Contact: Alana Kanellis akanellis@ibji.com 224-217-6659</p>
<p><b>CHICAGO - LAKEVIEW</b> 3000 N. Halsted St., Suite 525 Chicago, IL 60657</p> <p>WC Contact: Milena Skyvarova WCChicago@ibji.com 773-777-9900</p>	<p><b>HINSDALE</b> 550 W. Ogden Ave. Hinsdale, IL 60521</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>	<p><b>WESTERN SPRINGS</b> 4700 Gilbert Avenue, Suite 51 Western Springs, IL 60558</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>CHICAGO - NORWOOD PARK</b> 7447 W. Talcott Ave., Suite 500 Chicago, IL 60631</p> <p>WC Contact: Sandra Villagomez sandra.villagomez@ibji.com IME Contact: Elizabeth Jimenez ejimenez@ibji.com</p>	<p><b>JOLIET</b> 951 Essington Road Joliet, IL 60435</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>	<p><b>WESTMONT</b> 1010 Executive Court, Suite 250 Westmont, IL 60559</p> <p>WC Contact: Margarita Cuadra mcuadra@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>DES PLAINES</b> 900 Rand Rd. Des Plaines, IL 60016</p> <p>WC Contact: Mary Ann Palermo mgmedicalrecords@ibji.com 847-779-6008</p>	<p><b>LIBERTYVILLE</b> 720 Florsheim Drive Libertyville, IL 60048</p> <p>WC Contact: Amparo Berrios aberrios@ibji.com 847-247-4000</p>	<p><b>TO SCHEDULE AN IME:</b></p> <ul style="list-style-type: none"> <li>• Call 1-877-385-8755</li> <li>• Email <a href="mailto:ibjiime@ibji.com">ibjiime@ibji.com</a></li> </ul> <p>For more info about our providers and locations, visit <a href="http://ibji.com">ibji.com</a>.</p>