

## 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. Visit [ibji.com/orthoaccess](http://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.**

## IBJI WORKERS' COMPENSATION LOCATIONS & CONTACTS

<p><b>ARLINGTON HEIGHTS</b> 1300 E. Central Rd. Arlington Heights, IL 60005</p> <p>WC Contact: Linda McCarty lmcarty@ibji.com 847-870-6100</p>	<p><b>ELMHURST</b> 1200 S. York Road Elmhurst, IL 60126</p> <p>WC Contact: Emily Diaz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>	<p><b>MCHENRY</b> 406 Front Street McHenry, IL 60050</p> <p>WC Contact: Jessica Smith jessmith@ibji.com 847-381-0388</p>
<p><b>BANNOCKBURN</b> 2101 Waukegan Rd., Suite 110 Bannockburn, IL 60015 847-939-WORK (9675)</p> <p>WC Contact: Julie Naughton jnaughton@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: Work Comp Team mgworkmanscomp@ibji.com 595-222-4501</p>
<p><b>BARRINGTON</b> 27401 W. Highway 22, Suite 125 Barrington, IL 60010</p> <p>WC Contact: Killeen Tijerina ktijerina@ibji.com 847-381-0388 ext. 3305</p>	<p><b>FRANKFORT</b> 19552 S. Harlem Avenue Frankfort, IL 60423 815-928-8052</p> <p>WC Contact: Eleanor Clark eclark@ibji.com</p>	<p><b>NAPERVILLE</b> 2940 Rollingridge Road, Suite 102 Naperville, IL 60564</p> <p>WC Contact: Vanessa Lozada hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>BOURBONNAIS</b> 6712 N Convent St, Suite 100 Bourbonnais, IL 60914 815-928-8052</p> <p>WC Contact: Eleanor Clark eclark@ibji.com</p>	<p><b>GLENVIEW</b> 2401 Ravine Way, Suite 200 Glenview, IL 60025 847-939-WORK (9675)</p> <p>WC Contact: Julie Naughton jnaughton@ibji.com</p>	<p><b>NEW LENOX</b> 1870 Silver Cross Boulevard Pavilion B, Suite 200 New Lenox, IL 60451</p> <p>WC Contact: Vanessa Lozada hoaworkerscomp@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: Pete Peterman dpeterman@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 847-596-7638</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: Deya Ruiz hoaworkerscomp@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: Deya Ruiz hoaworkerscomp@ibji.com 1-877-WC-HOASC (1-877-924-6272)</p>
<p><b>CHICAGO - PARK RIDGE</b> 250 S. Northwest Hwy., Suite 100 Park Ridge, IL 60068</p> <p>WC Contact: Elizabeth Jimenez ejimenez@ibji.com</p>	<p><b>JOLIET</b> 951 Essington Road Joliet, IL 60435</p> <p>WC Contact: Vanessa Lozada hoaworkerscomp@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: Emily Diaz hoaworkerscomp@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: Work Comp Team mgworkmanscomp@ibji.com 595-222-4501</p>	<p><b>LIBERTYVILLE</b> 720 Florsheim Drive Libertyville, IL 60048</p> <p>WC Contact: Veronica Oleson voleson@ibji.com 847-932-0019</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>