



**EMPLOYEE IS NOT TO RETURN TO WORK UNTIL APPROVAL IS RECEIVED
FROM YOUR CLAIMS COORDINATOR**

Dear MCSSSD Employee:

Qual-Lynx is the Third-Party Administrator for the SPELL family of Joint Insurance Funds (ACCASBO, BCIP & GCSSD JIFs). Qual-Lynx is assigned to your Workers' Compensation claim to help you navigate your required treatment.

Qual-Lynx has assigned a Claim Adjuster to your claim. In addition, a Nurse Case Manager may be assigned to assist you and the Claim Adjuster with your treatment planning, recovery and ultimate return to work. If you do not have the name and/or number of the Claim Adjuster, call or email Amy Nemeth at 609-631-2102 or anemeth@mcsssd.us

Given that your treatment planning is a coordinated effort between Qual-Lynx, you and your employer, below is a list of "Employee Responsibilities" you must follow. It is important that you understand and follow these responsibilities so that your recovery is positive and not disrupted or benefits suspended.

EMPLOYEE RESPONSIBILITIES

- 1) *Employee must seek treatment with only authorized facilities or physicians assigned by Qual-Lynx. Your employer is not responsible for any treatment you receive without Qual-Lynx 's authorization.*
- 2) *Employee cannot cancel or change any appointments without first notifying and receiving approval from the Claim Adjuster, Nurse Case Manager or your District Claims Coordinator.*
- 3) *After each Physician appointment, the employee is to contact the Claim Adjuster and/or Nurse Case Manager to discuss the results and return to work possibilities.*
- 4) *After each physician appointment, the employee must bring the Work Status note provided to you by the medical provider following each appointment at check out to your employer.*
- 5) *Before a prescription is filled, the Employee is to first contact the Qual-Lynx Claim Adjuster or Nurse Case Manager to obtain a Pharmacy Benefits Card and avoid having any out of pocket costs or delays.*
- 6) *When an employee receives work restrictions from the treating doctor, you need to be aware that these restrictions are for 24 hours per day, 7 days per week, not just during work and work hours. The restrictions are for both inside and outside of work.*
- 7) *If Physical or Occupational Therapy is prescribed by your physician, the Nurse Case Manager will schedule your INITIAL evaluation. We will notify the provider that you must have appointments outside of your work hours if you are working or when you return to work. This is a requirement of your District/Employer.*
 - i. *At each doctor appointment your need for ongoing therapy is evaluated by the doctor.*
 - ii. *If a new prescription is provided for continued therapy it is considered a new therapy*

cycle, canceling any remaining authorized appointments. The new prescription and authorization begin again with the new date and new number of visits.

- iii. *If you miss a therapy visit that was authorized, it can only be made up within the authorization date range. Visits cannot be carried over from one authorization period into the next.*

Qual-Lynx urges employees to utilize the Claim Adjuster and/or Nurse Case Manager as a tool in explaining or clarifying any item as it pertains to the medical treatment or other workers' compensation benefits you may receive for your claim.

Please sign below to confirm that your employer has provided you with this document and that you have read the contents in its entirety. Your employer will keep the original document in your file and provide you with a copy.

Signature

Print Name

Date