

town of

LONGMEADOW, MASSACHUSETTS

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ERICA GELINAS *Human Resource Manager*
DIANA MORROW *Human Resource Specialist*



TO: All Town of Longmeadow Employees
FROM: Human Resource Manger, Erica Gelinas
RE: Partnership with WorkWise at Mercy Hospital
DATE: July 30, 2008

The Town of Longmeadow is committed to providing a safe work environment for all its employees. Despite the careful efforts of supervisors and employees to maintain safe working conditions and practices, accidents do happen. We are pleased to announce our new partnership with WorkWise at Mercy Hospital. WorkWise replaces Concentra (previously known as OH&R) as our preferred provider of choice for work related injuries.

It is very important the all Worker's Compensation claims be filed immediately upon their occurrence, even if you feel alright at the time the event happens. All injuries and illnesses should be immediately reported to your direct supervisor, or in his/her absence, their direct supervisor. The supervisor will complete the Supervisor's Report of Injury and have you sign the Employee HIPPA Release form. If you are a town employee your supervisor will take care of reporting the injury to the Town's insurer (MIIA). If you are a school employee your supervisor will report your injury to the School Business office who will report your injury to MIIA.. All original forms should be forwarded to the Human Resources Department within 24 hours of the injury occurring and will be kept in a file separate from your Personnel File.

Medical Care:

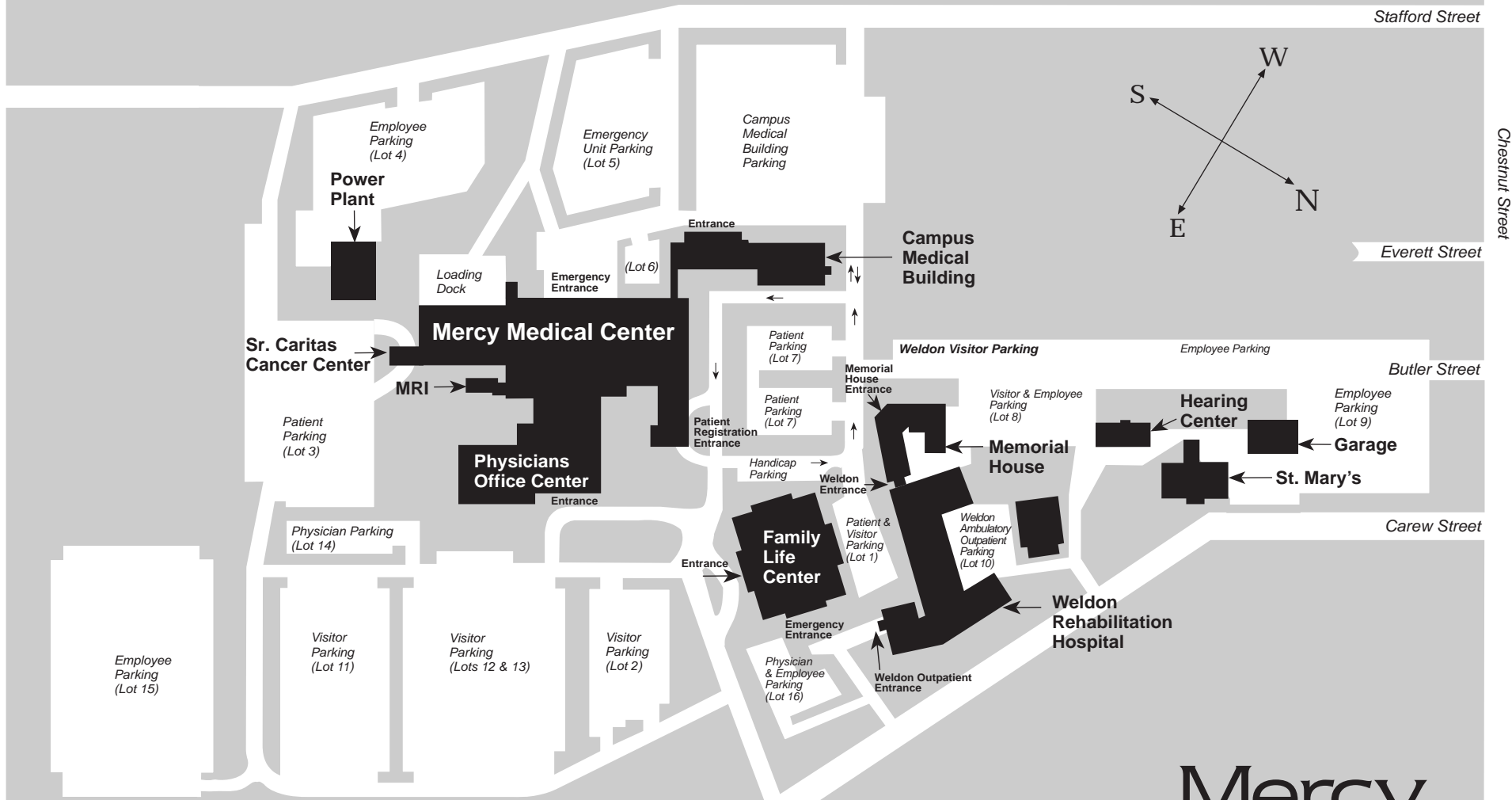
If your injury is not life threatening, you or your supervisor should contact WorkWise at 748-6869 to let them know that you are on your way. Please be prepared to provide your name, social security number and the nature of your injury. WorkWise is open Monday – Friday from 8:00 a.m. to 4:30 p.m.

If your injury is emergent in nature or occurs after-hours or on weekends or holidays, Mercy's Emergency Room is available for immediate treatment. Once seen in the Mercy ER, your file is immediately forwarded to WorkWise for your follow up care appointment which should be scheduled for following work day.

Advantages for Employees:


WorkWise has direct access to physical and occupational therapy, diagnostic imaging, and a wide variety of specialist, all of which are on-site to offer one-stop shopping. WorkWise has been provided with the information necessary to understand your workplace, the nature of your work, and can effectively prepare the employee to return to work safely. They also offer well-coordinated programs of follow-up care and accident prevention.

Map of Mercy Medical Center Campus



Mercy
MEDICAL CENTER

271 Carew Street
Springfield, Massachusetts
(413) 748-9000
www.mercycares.com

 Mercy Medical Center is a member of the Sisters of Providence Health System and Catholic Health East, sponsored by the Sisters of Providence

WorkWise is located in the
Weldon Rehabilitation Hospital.

Directions to WorkWise
Weldon Rehab Building
at Mercy Medical Center
233 Carew St.
Springfield, MA 01104
Tel - 413-748-6869

From the North:

Take I-91 South to exit 8 (Rte 291 East)
Take 1st exit (Chestnut St.)
Make 1st U-turn on Chestnut St.
At 1st light take right onto Carew St.
*****Mercy Medical Center is
approximately ¼ on the right. Drive in and
Weldon Rehab Building is 2nd building on
the right. WorkWise is on the 1st floor Room
125.

From the South:

Take I-91 North
Take exit marked Rte. 291 East
Take 1st exit (Dwight St.)
Take left onto Dwight. St
Take right at 2nd light onto Carew St.
***** **Follow direction form the North**

From the East:

Take Rte 291 West
Take exit marked Armory St.
Proceed 1/3 way around rotary to blinking
red light and blue hospital sign. Proceed
straight thru blinking light onto Stafford St.
Mercy Hospital is ½ mile on right, drive in
and Weldon Rehab Building is straight
ahead on left.
WorkWise is on 1st floor - Room 125

From the West:

Take Route 90 (Mass Pike) East to Exit 6
(Rte 291 West)
Follow directions above (**From the East**)

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