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Workers' Compensation Office Policy

1. Appointment Scheduling:

- We will file your medical visits with your employer's Workers' Compensation Carrier. However, we will only schedule appointments once we have received the necessary claim information.
- Required claim information includes:
 - Date of Injury
 - Claim Number
 - Name of the Adjuster
 - Number of the Adjuster
 - Name of Insurance Carrier
 - Address of Insurance Carrier
 - Number of Insurance Carrier
 - Place of Employment
 - Address of Employer
 - Telephone Number of Employer
- Upon confirmation that your claim is open and active, we will contact you to schedule an appointment.

2. Insurance Requirement:

- It is mandatory for you to provide either commercial or personal insurance information in case your Workers' Compensation claim is denied.

3. Self-Pay Agreement:

- If you do not have personal insurance, you will be required to sign a self-pay financial agreement. If the Workers' Compensation claim is denied, you will be responsible for the balance.
- Under this agreement, you accept responsibility for any outstanding balances if Workers' Compensation does not cover the expenses.

4. Credit Card on File:

- If you do not have personal insurance, you must provide a credit card to be kept on file.
- This card will be used to collect any unpaid balances resulting from a denied Workers' Compensation claim.

Note: It is essential for employees to promptly provide all required claim information to avoid delays in scheduling medical appointments. Ensuring that personal or commercial insurance information is up to date will help facilitate smooth processing of claims.