

Aspen Skiing Company

Employee Guide to Workers' Compensation

Aspen Skiing Company is committed to eliminating workplace injuries wherever possible. This begins with providing employees with a safe workplace and providing training to address hazards that employees will face. This commitment starts with senior managers and continues through the company. We value your contributions towards providing a quality experience for our guests. In the unfortunate situation that you do have a work-related injury, we will help you get proper medical treatment, physical rehabilitation and speedy return to work. If you have any questions, please call Andrew Joy, Workers' Compensation Manager, at 970-355-5546 or ajoy@aspensnowmass.com.

Reporting a work-related injury or illness

Employees who believe they have suffered a work-related injury or illness must report the incident to their manager or supervisor immediately. All work-related injuries or illnesses must be reported regardless of the severity.

All reports of a work-related injury/illness will be subject to investigation of the circumstances surrounding the incident. In accordance with the applicable Colorado laws, Aspen Skiing Company's Third Party Administrator (Gallagher Bassett) will determine if the employee's injury/illness is compensable. Gallagher Bassett will notify the employee and the Workers' Compensation Manager as to the status of the injured workers' claim. If the claim is determined to be non-compensable, Gallagher Bassett will notify the employee and Workers' Compensation Manager in writing of the denial.

Medical Treatment

If you are unsure whether you need to see a doctor, discuss the matter with your manager or contact Andrew Joy, Workers' Compensation Manager.

Non-Urgent Medical Care – If you need to see a physician for a work-related injury please review the attached ASC Workers' Compensation Designated Medical Provider List and schedule an appointment with one of the listed providers.

Urgent or Emergency Care – If you need urgent or emergency medical attention you may receive treatment at one of the urgent care facilities or nearest Emergency Room; however, you must schedule your follow up care with one of the physicians on the ASC Designated Workers' Comp Medical Providers List.

Use of Unauthorized Physicians or Clinics – If an employee sees an unauthorized physician or clinic, the charges for the treatment WILL NOT be paid by Aspen Skiing Company. The cost for such treatment will be the responsibility of the employee.

Scheduling Medical Appointments – The injured employee should make every effort to schedule appointments with physicians and other health care providers before or after their work shifts or on days when they are not scheduled to work. **Time lost to attend physician appointments or therapy is not covered by work comp.**

If further treatment is required, your designated provider will refer you for this. Treating with orthopedic, physical therapy, chiropractic, and other medical providers must be referred by your designated provider and approved by Gallagher Bassett.

Medical Documentation

You will be given a Physician's Report of Workers' Compensation Injury form at each of your visits for a work-related injury. This form must state if you are able or unable to perform normal work duties based on your job description, the projected length of inability to return to work, or the ability to return to work in a modified or restricted capacity. **The form must be provided to your supervisor.**

Covered Expenses

All medical treatment prescribed by the authorized treating physician, including prescriptions, X-rays and physical therapy (PT) are covered by workers' compensation if the services rendered are reasonable and necessary in order to treat and relieve the effects of the on-the-job injury. The employee should not pay a deductible to the designated provider.

Employees needing a prescription as a result of a work-related injury or illness will be issued a pharmacy card by Gallagher Bassett once the claim has been accepted. If a prescription is required before a pharmacy card has been received, employees are provided with a First Scripts information sheet at the time of reporting their claim to their manager. Employees may call the phone number provided to set up their claim with First Scripts and can provide the prescription information to their pharmacy. An employee will be reimbursed for any out-of-pocket expenses for a prescription providing the physician's order for the prescription is attached to the original receipts and submitted to Gallagher Bassett. **Only** prescriptions ordered by the treating physician will be eligible for reimbursement.

Third Party Administrator – Gallagher Bassett

Gallagher Bassett provides Aspen Skiing Company with claims handling services including but not limited to claim investigation, state filings, lost time payments, and medical treatment reviews. You may be contacted by a claims adjuster from Gallagher Bassett to discuss your claim. If you will miss time from work, the adjuster will likely need to record a statement from you on how the claim occurred.



Gallagher Bassett has an app available for free download on both iPhone and Android called “GBGo”.

This app is recommended for all claimants as it allows for you to keep track of doctors’ appointments, communicate with your adjuster, update personal information, and sign up for direct deposit if you will miss time from work. You will need to sign up with your claim number, which will be provided to you by the Workers’ Compensation Manager or the Gallagher Bassett claims adjuster.

If you have a change in address, phone number, or need to add information, you may do so using the GBGo app. **If you move or leave the area in the off-season and have an open claim, it is important that you notify the Workers’ Compensation Manager as well as the Gallagher Bassett claims adjuster of where you will be and how you can be reached.**

Lost Time from Work

If you miss time from work due to a work-related injury, you will be compensated by Aspen Skiing Company’s third party administrator, Gallagher Bassett. Lost time from work must be due to a doctor’s restrictions as noted in the medical documentation above. Lost wages will be paid at a rate of 2/3 of the employee’s average weekly wage at the date of injury. If you miss time from work outside of Aspen Skiing Company, you must notify Gallagher Bassett of this immediately.

Modified Duty Work

Studies have shown that it is extremely important to help get injured employees back to work in some capacity, even if it is some other job. To assist employees in recovering from on-the-job injuries, Aspen Skiing Company will make a reasonable effort to offer modified duty assignments to injured workers who are capable of working light duty.

Aspen Skiing Company will make every reasonable effort to offer modified duty assignments in your home department and to provide for hours equivalent to your current work schedule. The availability of modified duty assignments, however, depends on the changing labor needs of the Aspen Skiing Company. A modified duty assignment may be within another department or division within the company.

If an injured employee is offered a modified duty assignment, the employee may accept or decline the offer; however, failure to accept appropriate modified job assignments may jeopardize the employee’s disability benefits.

Employees who accept modified duty assignments will be expected to perform the assignment in a satisfactory manner within the limitations of their injuries. If the employee fails to perform, the supervisor may treat the employee like any other employee who fails to do his/her job and disciplinary action, including termination may result.

**Aspen Skiing Company
Workers' Compensation Designated Medical Providers List**

On behalf of your employer and in compliance with Section 8-43-404(5) and WCRP Rule 8, we are advising you that you may treat with one of the following physicians/facilities to ensure quality medical care is provided in a timely manner for your Workers' Compensation injury. The first priority, after an injury, is to get immediate appropriate medical care. If your injury was after hours or on a weekend or required emergency response, you may have been transported to the nearest medical facility, but you need to follow up with one of the ASC designated Workers' Compensation physicians as soon as possible. Also, please contact your Human Resources Department representative immediately to report the injury and address any questions regarding your benefits. Human Resource Contacts include:

ASC Mountain Operations and Parent Company

Andrew Joy
Workers Compensation Manager
PO Box 1248
Aspen, CO 81612
970-429-3228
ajoy@aspensnowmass.com
Fax 970-812-1620
Mobile 970-355-5546

ASC Hospitality

Alex Streblow
Hospitality Human Resources
PO Box 1248
Aspen, CO 81612
970-920-6397
astreblow@thelittlenell.com
Fax 970-812-1620

Aspen Skiing Company has designated primary care physicians who will direct all medical care for injured employees. Please choose one of the designated providers below with whom you will treat. Employees should not seek care from other providers unless it is an emergency or prior authorization has been obtained from one of the representatives listed above.

Aspen Medical Care – Aspen Office

101 Founders Place, Suite 109
Aspen, CO 81611
970-920-0104
Hours: Monday - Friday, 8:00 a.m. – 6:00 p.m..
Saturdays, 8:00 a.m. – 11:30 a.m.

Aspen Medical Care – Basalt Office

204 Basalt Center Circle
Basalt, CO 81621
970-927-3141
Hours: Monday - Friday, 8:00 a.m. – 5:30 p.m.

Roaring Fork Family Practice – Carbondale

978 Euclid Ave
Carbondale, CO 81623
970-963-3350
Hours: Monday - Friday, 8:30 a.m. – 5:00 p.m..
Saturdays, 8:30 a.m. – 12:00 a.m.

Roaring Fork Family Practice – Willits Town Center

350 Market Street
Basalt, CO 81621
970-384-7115
Hours: Monday - Thursday, 8:30 a.m. – 5:00 p.m.

Glenwood Medical Associates

Dr. Lorah, Dr. Feinsinger, Dr. Hess
1830 Blake Ave.
Glenwood Springs, CO 81601
970-945-8503
Hours: Monday -Friday, 8:00 a.m. - 5:00 p.m..
After hours care available Monday - Thursday, 5:00 p.m. – 7:00 p.m.
and Saturdays,
8:00 a.m. – Noon

AFTER HOURS CARE – Basalt Urgent Care

234 Cody Lane
Basalt, CO 81621
970-544-1250
Hours: Monday –Friday, 5:00pm – 10:30pm
Saturday-Sunday, 8:00am – 5:00pm

Aspen Skiing Company is self-insured for Workers' Compensation. All claims are administered by Gallagher Bassett, a third party administrator retained by ASC. All reasonably necessary authorized treatment related to your injury will be paid for through Gallagher Bassett. Gallagher Bassett can be contacted at: Gallagher Bassett, PO Box 4068, Englewood, CO 80155-4068. You can reach our assigned Claims Adjuster, Matt Knipple, at 303-218-7844 or 800-933-8143. You will need to provide our Client Number: 006402. For additional information, refer to the ASC Workers' Compensation Employee Information Packet, provided to you by your supervisor.

I, the below named employee, acknowledge receipt of this designated medical provider list.

Employee Printed Name

Date

Employee Signature

Supervisor Signature



Prescription Program For Work-Related Injuries

Welcome to First Script, a pharmacy benefit program designed exclusively for ASPEN SKIING COMPANY, #006402, in partnership with Gallagher Bassett Services, Inc. for your workplace injury.

Injured Worker

No Cost	STEP 1	Complete the information requested in the bottom portion below.
	STEP 2	Call First Script at 1-866-445-7344 to enroll, and receive your required Member ID.
	STEP 3	Present this form to your pharmacist along with the prescriptions for your work-related injury.
No Delay	First Script is available at over 70,000 pharmacies nationwide. To locate a nearby pharmacy, please call First Script Customer Service at 1-866-445-7344.	
Feel Better Faster	Please note that First Script is valid only for medications prescribed to treat your compensable work-related injury. You or your group health insurer, are financially responsible for any other prescriptions. The workers' compensation carrier will determine the compensability of the claim.	

Pharmacy Instructions

The injured worker's employer participates in First Script, a pharmacy benefit program administered by ESI/Medco. Call the First Script Help Desk, 24 hours a day, 7 days a week, at 1-866-445-7344. If the Member ID number is not listed on this form, please provide the claimant information indicated below to receive the Member ID #. Please note the ID number on the form and return to injured worker. First Script claims are submitted electronically and electronic approval of the claim will be returned.

Pharmacy: You will not be required to submit any paperwork for this claim and payment is guaranteed for all electronically accepted claims.



Pharmacy: At the request of the workers' compensation carrier for this customer, please use the following information to process all workers' compensation prescriptions online.

Name: _____

SSN (Last 4 digits): XXX-XX-_____

Date of birth: ____/____/____

State where injury occurred: _____

Date of injury: ____/____/____

Member ID: _____

(Member ID # is generated at time of enrollment)

(Above information to be completed by injured worker or supervisor)

RX PROGRAM ADMINISTERED BY: (use instead of PCN)

ESI/Medco

GROUP NUMBER: FSNCVTY

BIN NUMBER: 610014

Client #: 006402

Employer Name: ASPEN SKIING COMPANY



Programa de Beneficio | Farmacéutico Para Accidentes Laborales

Bienvenido a First Script, un programa diseñado exclusivamente para ASPEN SKIING COMPANY, #006402, en asociación con Gallagher Bassett Services, Inc. para su lesión relacionada con su trabajo.

Empleado Lastimado

Ningún Costo	Paso #1	Complete la información requerida en el formulario de la parte inferior.
	Paso #2	Llame primero a First Script 1-866-445-7344 para inscribirse donde le proporcionarán un número de identificación.
	Paso #3	Presente esta forma a su farmacéutico con su receta relacionada a su accidente o lesión.
Sin Tardanza/ Sin Demora	First Script esta disponible en más de 70,000 farmacias en todo el país. Para localizar una farmacia cerca de usted, favor de llamar al departamento de servicios de First Script al 1-866-445-7344.	
Siéntase Mejor Mas Rápido	First Script es solo valido para medicinas recetadas en el tratamiento de su lesión que sea directamente relacionada o por causa de su trabajo. Usted o su grupo de seguro medico son responsables por cualquier otra receta. El seguro de compensación de su trabajo determinará la compensación de su caso.	

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Date of injury: ____/____/____

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(Member ID # is generated at time of enrollment)

(Above information to be completed by injured worker or supervisor)

RX PROGRAM ADMINISTERED BY: ESI/Medco

GROUP NUMBER: FSNCVTY

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