

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 Streblov
Hospitality Human Resources
PO Box 1248
Aspen, CO 81612
970-920-6397
astreblov@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 at 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

Occupational Injury Temporary Prescription ID Card



To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed processing your approved work-related injury prescriptions.

Questions or need assistance locating a participating retail network pharmacy? Call the myMatrixx Patient Care Contact Center at 844-276-2515.

Atención Trabajador Lesionado:

Este formulario de identificación para servicios temporales de prescripción de recetas por compensación del trabajador DEBERÁ SER PRESENTADO a su farmacéutico al surtir su(s) receta(s) inicial(es).

Si tiene cualquier duda o necesita localizar una farmacia participante, por favor contacte al área de Atención a Clientes de Express Scripts, en el teléfono 844-276-2515.

To the Pharmacist:

myMatrixx, an Express Scripts company administers this occupational accident prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 30-day supply or a cost of \$500. This form is valid for up to 30 days from date of injury (DOI). Limitations may vary. For assistance, call myMatrixx at 844-276-2515.

Pharmacy Processing Steps

- Step 1: Enter bin number 003858
- Step 2: Enter processor control WC
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury

myMatrixx, an Express Scripts Company

ID#: _____

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: _____ / _____ / _____
MM/DD/YYYY

Group #: NZEA _____

Employee Date of Birth: _____ / _____ / _____

Thank you for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

Please see other side for a list of participating retail network pharmacies.

To the Supervisor:

Please fill in the information requested for the injured worker.

Employee Information

First M Last

Street Address or PO Box

City State ZIP

Employer Name

Aspen Skiing Company