



## Workers' Compensation – Injured Employee Instructions

Provide the employee with a copy of this document immediately following an incident.

**Authorization is not required for initial medical treatment.  
A claim number is not required for billing.**

- For assistance locating a PPO Medical Provider, call a MCSIP dedicated nurse case manager with CorVel at (800) 234-5003 or visit [www.mcsip.org](http://www.mcsip.org)
- To contact a telephonic nurse case manager or adjuster, call CorVel at (800) 234-5003 or visit [www.mcsip.org](http://www.mcsip.org) for the dedicated team contact information.
- Request for diagnostics, physical therapy or surgery require authorization. Submit request by faxing the script to (866) 434-0546. This is a dedicated line, limited to request for required authorization.
- Related prescriptions are filled with no “out of pocket expense” to the employee. Call CorCareRX or visit [www.mcsip.org](http://www.mcsip.org) to locate a network pharmacy and obtain a First Fill Instruction Sheet. First Fill is limited to workers compensation.
- Bloodborne Pathogens Exposure: If exposure occurs, call Medical Access at (301) 428-1070; a physician is available 24/7. Additional information is located on [www.mcsip.org](http://www.mcsip.org) .
- Medical Bill Submissions: Provide the doctor’s office/hospital with the billing address. Related bills received at your home address should be sent to CorVel. Using the correct billing address reduces the chance of receiving a collections notice. Billing statements **and** supporting medical records are sent to:

**CorVel Corporation  
P.O. Box 6966  
Portland, OR 97228**