

January 1, 2017

# Aspen Maintenance, Inc.

TO: ALL EMPLOYEES  
FROM: HUMAN RESOURCES

SUBJECT: DESIGNATED MEDICAL PROVIDER FOR WORK RELATED INJURIES AND ILLNESS.

Effective immediately, all employees must obtain treatment for work related injuries or illness from either of the following designated medical providers:

1. Aviation and Occupational Medicine 6900 E 47th Avenue Dr. Ste 100 Denver, CO 80216  
Phone: 303-333-4411

2. Peak to Peak Family Practice 7768 Vance Drive. Ste. B Arvada, CO 80003 Phone:  
303-427-7700

3. SCL Physicians — Wheat Ridge 9830 W I-70 Frontage Road South Wheat Ridge, CO 80033

4. Concentra Medical Centers - CO- Aurora -Chambers 3449 Chambers Rd. Ste. B Aurora, CO 80011 Phone: 720-859-6139

Of course, if you have a life or limb threatening emergency, you should go to the nearest emergency medical facility or call 911. Follow up care must be given by one of the medical providers listed above. If an employee is treated by an unauthorized medical provider, the employee may be responsible for said treatment. I have read and am fully aware of the organization's policy regarding medical treatment for work related injuries and illnesses. I further understand that I must immediately report any work related injury to my supervisor. All employees must sign below, acknowledging this policy.

Employee Name Printed: \_\_\_\_\_

Employee  
Signature \_\_\_\_\_ Date: \_\_\_\_\_