

# Return to Work Services Portfolio

[c\_officialname]  
RETURN TO WORK EVALUATION FORM  
To Be Completed by Medical Practitioner

Employee Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Diagnosis: \_\_\_\_\_  
Proposed: \_\_\_\_\_

Please complete the following items based on your own belief you can answer should be marked N/A. [c\_officialname] employees, and this evaluation form will help us determine

In an eight-hour workday, patient can: (circle or X next)

A. Sit	1	2	3	4
B. Stand	1	2	3	4
C. Walk	1	2	3	4

Note: In terms of an eight-hour workday: Occasional, Frequent, Continuous

Bend/Sloop	<input type="checkbox"/>	Not at All
Squat	<input type="checkbox"/>	
Crawl	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	
Reach Above Shoulder Level	<input type="checkbox"/>	
Crouch	<input type="checkbox"/>	
Kneel	<input type="checkbox"/>	
Balance	<input type="checkbox"/>	
Push/Pull	<input type="checkbox"/>	
Carry	<input type="checkbox"/>	
Up to 10 lbs.	<input type="checkbox"/>	
11-24 lbs.	<input type="checkbox"/>	
25-34 lbs.	<input type="checkbox"/>	
35-50 lbs.	<input type="checkbox"/>	
51+ lbs.	<input type="checkbox"/>	

[c\_officialname] ■ RETURN TO WORK EVALUATION FORM

### Return to Work Policy

Prepared by: [d\_officialname]

**PURPOSE**  
This policy is in place to ensure [c\_officialname] temporarily unable to perform all, or portions, of their to employees suffering from either work or non-work related or non-work related injury or illness may be eligible for this program. Return to work tasks may be in the form of transitional or modified work activity. Injured employee Studies show that a well-constructed Return to Work program more quickly and makes for a more positive work environment.

**SCOPE**  
All active employees who become temporarily unable to perform their job due to a work or non-work related injury or illness may be eligible for this program. Return to work tasks may be in the form of:  
- Changed duties within the scope of the employer  
- Other available jobs for which the employee is qualified  
- An altered schedule of work hours

**DEFINITIONS**  
- **Transitional duty** is a therapeutic tool used to address the physical, emotional, attitudinal and/or behavioral issues of an employee. These assignments are 90 days, though [c\_officialname] permits more if warranted.  
- **Alternate duty** is a part of [c\_officialname]'s service for individuals who have reached maximum medical improvement and are unable to perform the essential functions of their pre-injury position.

**APPLICABILITY**  
**Length of Duty**  
If work is available that meets the limitations of a medical practitioner, that employee may be assigned to 90 days. Transitional or light duty is a temporary assignment and will be based strictly on medical advice.  
**Daily Application**  
An employee's limitations and restrictions are followed by his or her restrictions may cause a delay in return to work. Employees who disregard their established restrictions are subject to disciplinary action up to and including termination.  
**Qualification**  
Transitional or modified duty will be available to employees who meet the minimum skill and ability requirements.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

This Return to Work Policy is a guideline. It does not address or supersede any other regulatory agency standards. Nor is it meant to be construed as a contract or a representation of liability.

PLAYING IT **SAFE**  
Be safe and healthy on the job at [C\_Officialname] with these helpful tips provided by [B\_Officialname].

### Return to Work Program

*Helping you get back in the swing of things*

Workplace accidents are unfortunate events that can disrupt both your physical and financial well-being. In the event of a work-related accident, our Return to Work Program will help you transition back into a productive role as you recover from your injury.

If you are injured as a result of your job, the Return to Work program is designed to get you back on your feet and return to your job as soon as possible. You benefit from the program by:

- Being able to perform meaningful work despite your physical restrictions while recovering
- Maintaining your income level
- Retaining status within the company
- Avoiding the boredom associated with long periods at home recovering
- Not missing important company announcements, events, meetings and other goings-on
- Maintaining body conditioning and helping return to your pre-injury strength and condition level
- Quickening your recovery process

**Modified Duty**  
Modified duty work is an important part of the rehabilitation process that allows you to maintain a certain level of activity within your physician's prescribed restrictions. Modified duty work combined with physical or occupational therapy is the best method for moving you along on the road to recovery.

In addition, modified duty is crucial to your successful return to your regular job after an injury. We have identified numerous modified duty positions within our organization. These positions will be considered when accommodating temporary work restrictions.

If you have been injured on the job, we will attempt to place you in one of the modified duty positions in our job bank as soon as we receive a Return to Work release from your doctor. You will be placed in the position that best falls within your temporary work restrictions.

**For More Information...**  
Our Return to Work Program allows you to successfully return to your job after a work-related injury. Contact your supervisor or Human Resources for more information about the Return to Work program.

This Page is for informational purposes only and is not intended as medical or legal advice.  
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## Are you aware of the financial benefits of an effective return to work program?

*The data is crystal clear: the longer an injured employee is away from work, the more it will ultimately cost the employer. We will help you implement a robust return to work program that provides employees with appropriate care and facilitates quick recovery.*

## What documentation is needed for a successful return to work program?

*Documentation is a key aspect of return to work. We have all the forms necessary to document and communicate every step of the process.*

## How do you communicate your return to work program to employees?

*Our employee communications pieces take the mystery out of the return to work process, so your employees can focus on their rehab and recovery instead of worrying about filling out the wrong form.*



(503) 239-4116

# Sample Documents

## Table of Contents

### Employer Resources

Return to Work Policy .....	3
Return to Work Roles and Responsibilities Flow Chart .....	4-5
Return to Work Program Guide.....	6-7
Financial Impact of Work-related Injuries Presentation.....	8-9
Report of Injury or Illness Form .....	10
Job Analysis and Physician Report of Work Capacity Form .....	11
Claim Topics: Return to Work Wages .....	12
Alternate Ideas for Return to Work Duties: General Industry .....	13
Return to Work Evaluation Form and Letter.....	14-15

### Employee Resources

Employee Duties Regarding Occupational Injuries/Illnesses .....	16
Playing it Safe: Return to Work Program.....	17
Safety Spotlight Newsletter .....	18

# Return to Work Policy

Prepared by: LaPorte

LaPorte Client

Location: \_\_\_\_\_

Effective Date: May 6th, 2014

Revision Number: 2

## PURPOSE

This policy is in place to ensure LaPorte Client provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work or non-work related injury or illness. The goal is to allow valued company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed Return to Work Policy reduces lost time days, allows workers to recover more quickly and makes for a more positive work environment.

## SCOPE

All active employees who become temporarily unable to perform their regular job due to a compensable work related or non-work related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

- Changed duties within the scope of the employee's current position
- Other available jobs for which the employee qualifies outside the scope of his or her current position
- An altered schedule of work hours

## DEFINITIONS

- **Transitional duty** is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though LaPorte Client permits multiple 90-day assignments back-to-back if it is medically warranted.
- **Alternate duty** is a part of LaPorte Client's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

## APPLICABILITY

### Length of Duty

If work is available that meets the limitations or restrictions set forth by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light duty is a *temporary program*, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

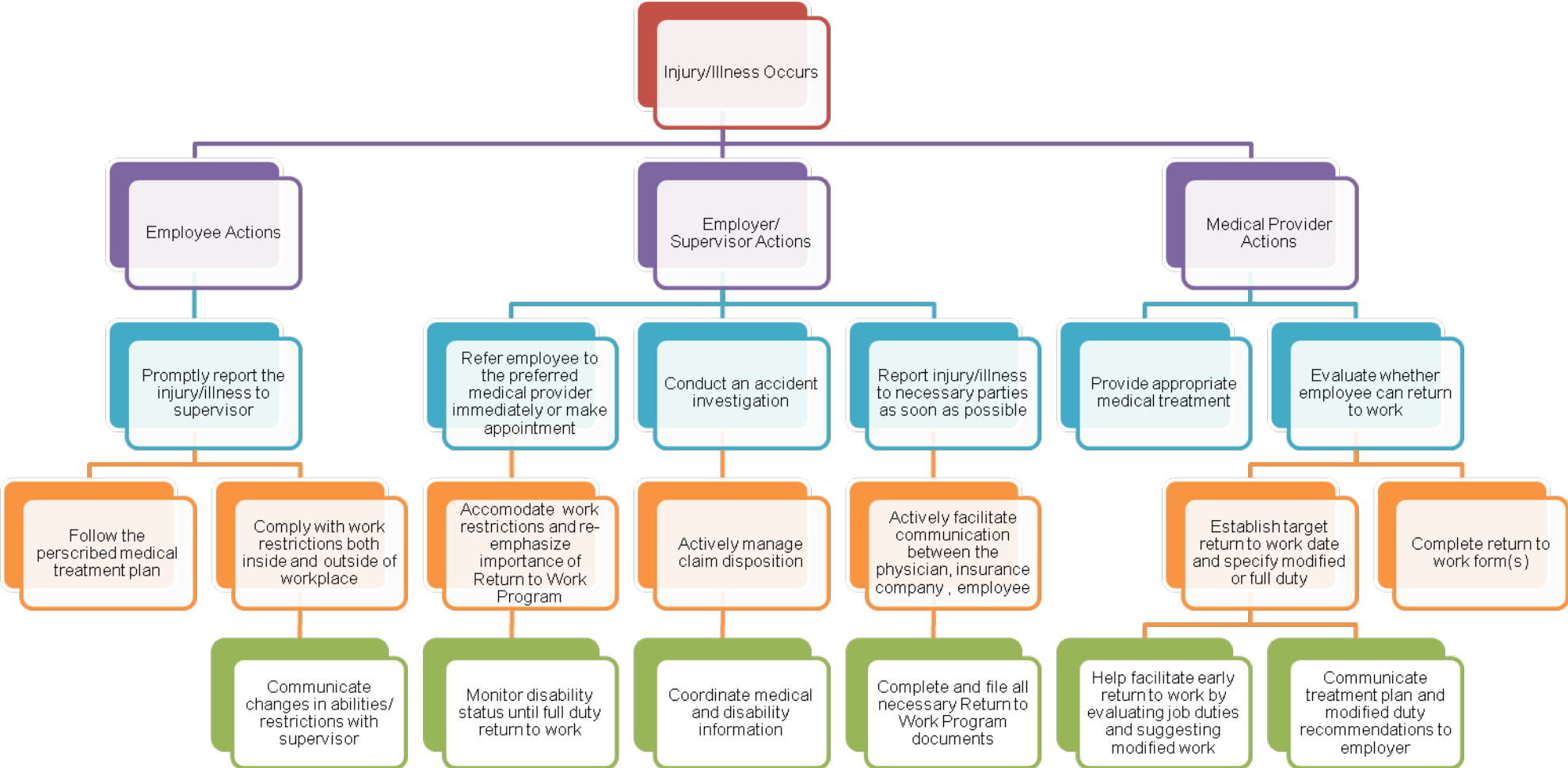
### Daily Application

An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

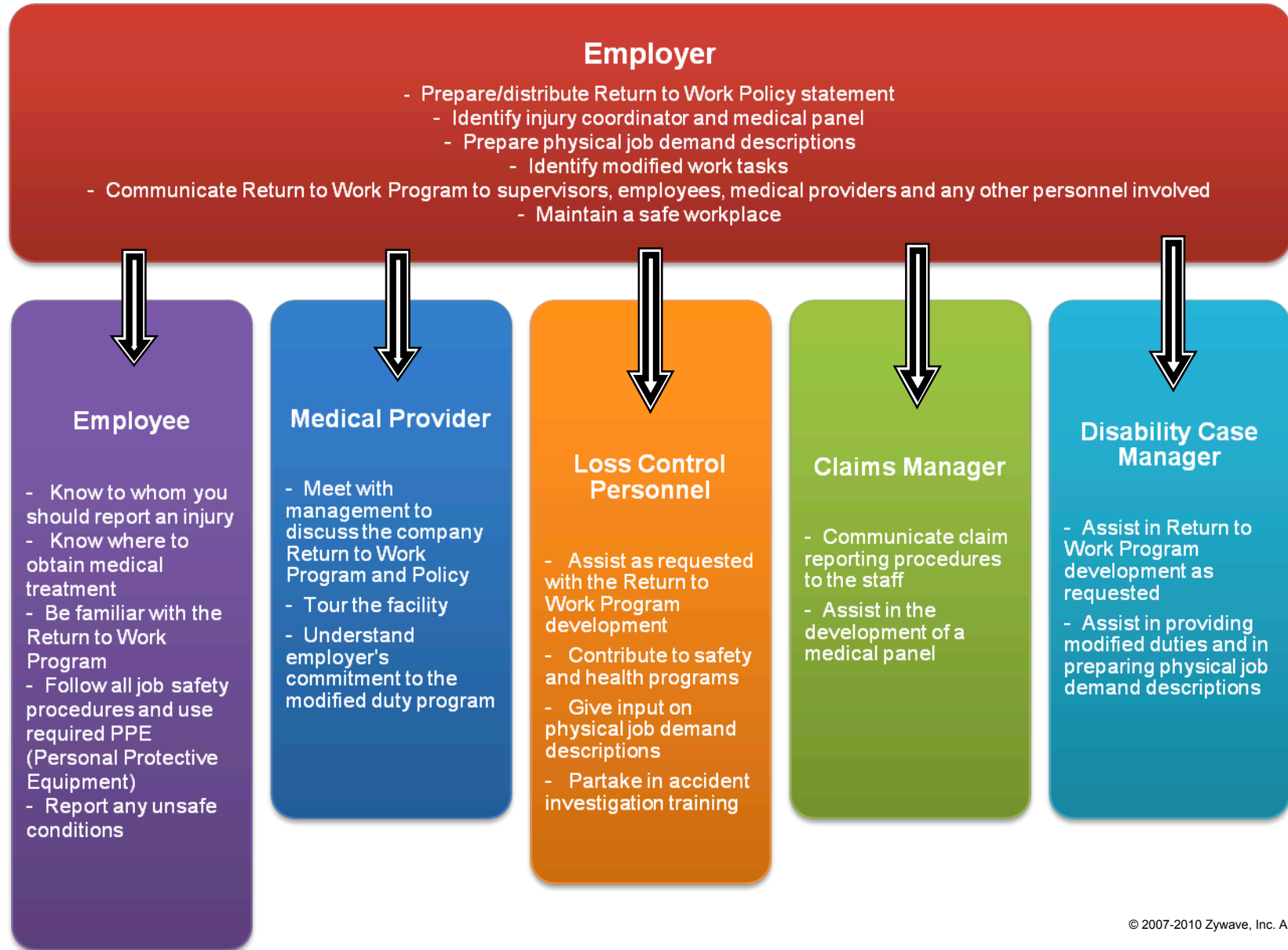
### Qualification

Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the

LaPorte Client Return to Work Program Flow Chart (Post-Incident)



LaPorte Client - Return to Work Program Responsibilities Flow Chart (Pre-Incident)



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LAPORTE CLIENT

# RETURN TO WORK PROGRAM

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A Comprehensive Guide to Developing an Effective Plan

Provided by: LaPorte ♦ 5515 SE Milwaukie Ave Portland, OR 97202 Tel: (503) 239-4116

*This guide is merely a guideline. It is not meant to be exhaustive nor be construed as legal advice. It does not address all potential compliance issues with Federal, State, local OSHA or any other regulatory agency standards. Consult your licensed Commercial Property and Casualty representative at LaPorte or legal counsel to address possible compliance requirements.*

This is a sample document provided by LaPorte

## WHERE TO BEGIN

The following guide will help you construct an effective Return to Work Program and create meaningful work assignments for workers injured both on and off the job. It includes background statistics to support the program, steps to take before execution, how to manage the program and implementation recommendations.

### ***Step 1: Know the Facts***

Supporting your Return to Work Program with evidence that it will help save LaPorte Client money is the best way to convince upper management to get on board. Obviously, injured employees drive up company costs in the form of lost work days and compensation costs. Studies clearly demonstrate that employees who are off work because of injury for more than 16 weeks seldom return to the workforce, and companies get stuck paying hundreds of thousands of dollars each year in unnecessary costs.

### ***Step 2: Gather Data***

Before you institute a program, research your company culture to understand what current employee attitudes are toward injury and returning to work. That way, after you create an official Return to Work Program, it will be easier to evaluate and determine whether there has been a positive mindset shift. Get to know your company culture at all levels and from a range of perspectives. Visit worksites and talk to employees to understand how your current Return to Work Program – or lack thereof – functions. Develop a needs assessment to determine how much work you need to do to shift company culture and practice.

### ***Step 3: Demonstrate a Commitment to Early Return to Work***

Make sure all levels of employees recognize that early return to work after an injury speeds up the recovery process and reduces the likelihood of permanent disability. Everyone from upper management to hourly employees should understand the goals, purpose and background on the program. There is no use taking large strides to enact a program if management does not support and recognize the need.

These elements are the foundation and support for your Return to Work Program. Take plenty of time for these steps before moving on to create your program.

## RETURN TO WORK PROGRAM ELEMENTS

Steps 4 through 7 of this guide will go straight into your written Return to Work Program, as they are the elements that will help you take action and establish a plan.

### ***Step 4: Create Goals***

State LaPorte Client's purpose in creating the program and emphasize management's commitment to making it work. Keep it positive, but be sure employees understand the Return to Work Program is a serious initiative. This is also the place in your written program to define what type of duty you offer or require – your program can revolve around transitional duty, alternate duty or both.

*Example Goal Statement:* LaPorte Client's Return to Work Program is in place to accommodate injured workers by identifying new duties or modifying jobs to meet their physical capacities and respect doctors' restrictions.



## **Impact of Return to Work Programs**



# Agenda

- Statistics
- Essential Components
- Benefits to the Employee
- Benefits to the Employer
- Potential Abuses
- Medical Providers
- Hidden Costs
- Financial Impact

