

KEY DECISION POINTS IN TRANSITIONAL EMPLOYMENT

The goal of the Return-To-Work Program is the safe, rapid return of our injured employees to transitional or regular employment. We believe that our employees' needs and the needs of (name of company) are best served when our employees are able to maintain some form of medically appropriate employment from the time they are injured until they are able to return to regular employment.

To achieve our goals, we must work together to ensure frequent communication and regular sharing of information. There are key junctures or decision points in what we call the "Transitional Employment" process when we need special input from you. These decision points are described below:

- 1. Day of Injury:** We aim to meet or contact you within 24 hours of the time one of our employees has a significant injury. In many cases, we hope to accompany our injured employees to the first medical appointment following injury. Our goal at that point will be to provide you with an analysis of your patient's regular job so you can make an informed decision about whether the employee can return to the position safely. Other alternatives may be discussed at the time, including temporary modifications to the employee's regular job if feasible, including reduced hours or changes in duties. If suitable alternate work is available--even if it is only for a couple of hours per day--we will attempt to provide it. Your ability to evaluate these opportunities at the time of the initial medical treatment is essential for successful management of each employee's injury and smooth return to productive employment.
- 2. Points of Medical Improvement:** During Transitional Employment we will evaluate every injured employee's case on a regular basis and considering all information provided regarding the employee's physical abilities. We will evaluate this information in terms of opportunities for return to regular or modified work.
- 3. When Permanent or Long-Term Limitations are Projected:** At some point, an employee will reach a time where you are able to project whether he/she is likely to have permanent or long-term limitations. At that point, even if an employee is not yet medically stable, we will consider the feasibility of permanent or long-term reasonable accommodations.
- 4. Point at Which Maximum Medical Improvement is Reached:** This is the point at which the employee has recovered as fully as possible. At this point, we will consider any permanent or long-term limitations and their impact on the employee's ability to return to his/her regular job.

If necessary, we will consider accommodations, including modification to the regular job or placement in suitable alternative vacant employment. Should the employee be unable to be accommodated, this would also be the point where we would consider such possibilities as vocational rehabilitation.

Your contact person for _____ is _____
Agency or Site Location Name, Title, Phone

Please call with any questions or concerns.