

Return from Workers Compensation Checklist



Employee Name: _____ Department: _____

Supervisor Name: _____ Hire Date: _____

Prior to Employee Returning

- Obtain return to work notice from Physician with details on any restrictions and timeframe of restrictions and follow-up appointments.
- Review job description with employee and supervisor and identify potential limitations.
- Discuss any concerns regarding return to work with HR and claims adjuster.

Day of Return

- Review job description with supervisor and employee to discuss necessary work accommodations (e.g., modified work schedule, adjusted duties, assistive devices).
- Inform employee to notify the supervisor immediately if experiencing pain or discomfort while working.
- Agreement on a gradual return to work plan if needed.
- Inform employee that they are to:
 - Follow all prescribed work restrictions provided by the doctor.
 - Attend any scheduled follow-up medical appointments and provide updates to Human Resources.
- Signed Return to Work Agreement with employee and supervisor.
- Documentation of any work accommodations provided.

Ongoing

- Continue to file medical documentation on work restrictions and follow up with employee and supervisor as work restrictions change, note changes in the Return to Work Agreement.
- Report any concerns to Workers Compensation Claims Adjuster.

Form Completed By: _____ Date: _____