

Quick Guide

Steps to Creating a Return-to-Work Program

We can help! 

Return-to-work forms are found in this publication and are available at CEIWC.com - Forms and Publications

- And also under the Safety University Section

AFTER the Injury and Initial Treatment

STEP 7: Injured worker receives medical treatment.

When possible, Chesapeake Employers recommends utilizing a recommended medical provider. These medical providers understand the workers' comp process and can provide both timely medical care for the injured worker as well as understand the positive benefits of recovery in conjunction with a return-to-work program.


STEP 8: Conduct your internal return-to-work action meeting.


Include the employee's supervisor and your human resources/workers' comp team. This is the come together meeting to plan the injured workers' return-to-work, agree on the transitional job duties and plan of action for a safe, successful and timely return-to-work. Your Chesapeake Employers' team is also available to help answer any questions you may have.

The Chesapeake Employers' team is ready to help!

Our claims staff will actively monitor the claim and can help the employer identify those types of injuries that are good candidates for return-to-work. Tell your claims adjuster that you have transitional duty available or ask him or her for assistance in identifying transitional duty. **Important Service!** Our claims adjusters can refer one of our safety management consultants to schedule a visit to your workplace to offer guidance for creating transitional duty.

STEP 9: The treating medical doctor should be given these forms:


 **Letter to Treating Doctor** (completed by the employer on company letterhead) (pg. 23)

 **Return-to-Work Capacity Form** (completed by the doctor) (pg. 24)

 **Transitional Job Duty Analysis Form** (completed by the employer) (pg. 25)


IMPORTANT STEP: The treating doctor's medical release for transitional duty is a crucial step for the success of any return-to-work program. These completed forms should be forwarded to your claims adjuster.

STEP 10: Chesapeake Employers reviews the completed forms and can assist with the transitional assignment offer letter.

The claims adjuster will review the doctor's medical release and completed return-to-work capacity form and will go over the results and capacities with you. We will contact you and can assist you in completing and sending to the injured worker the  **"Transitional Work Assignment Offer Letter"** (Pg. 26)

This offer letter should include the description of the transitional duty assignment, duration, pay rate, work schedule and supervisor during the transitional duty assignment.

IMPORTANT STEP: The injured employee must agree to the offer of a transitional duty assignment by signing and returning the offer letter.

STEP 11: Welcome Back! After the injured worker has accepted the transitional work offer, ensure that the supervisor is actively engaged in helping the worker reconnect with the workplace and his or her new job duties. Make sure the new work area is set up and properly supplied in advance and made comfortable for the returning worker. Both the supervisor and your human resource representative should actively monitor the daily progress of the employee in the transitional work assignment. The employer/supervisor should then complete the  **"Back to Work Follow-Up Form"** (Pg. 27) and forward it to your Chesapeake Employers claims adjuster.

IMPORTANT TIP: Ensure that monitoring of the transitional work and the overall process remains positive. The goal is for the worker to perform the job safely and comfortably within the restrictions of of the transitional duty. You may need to make slight modifications to the transitional work assignment.

STEP 12: Follow-up medical treatment and eventual recovery and return to regular job duties.

The injured worker may have ongoing follow-up medical treatment and evaluation while on transitional work duty. The treating physician will provide a final/full release to regular job duties after recovery.