

Return to Work Program: Employee Checklist

- Fill out the Employee Work-Injury Report as soon as possible.
- For non-emergency treatment and follow-up care go to <Medical Provider's name, address and phone> for medical care with the following:
 - Work-Related Injury/Illness Report
 - Copy of your job description
 - Letter to Treating Physician
- Receive a Written Transitional Job Offer from <Organization>.
- Review the Written Transitional Job Offer, sign and return to the Program Administrator.
- Return to work on the agreed upon date.
- Report any issues you have completing your transitional work to the Program Administrator.
- Report all transitional work hours to the Program Administrator and your Supervisor.
- Return to regular work when approved by <Medical Provider>.

NOTE: *You may be disqualified from receiving workers' compensation benefits if you refuse to return to work after a physician has cleared you for work.*