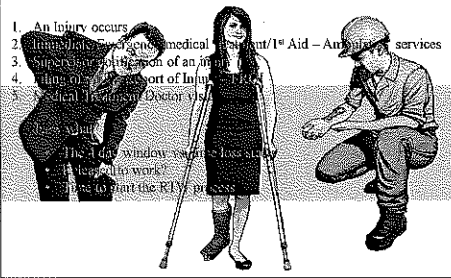

Return to Work
 The process & key elements of effective injured worker recovery
Introduction

In The Beginning... An Injury happens

1. An Injury occurs
2. Immediate Care -> medical attention/1st Aid -> Ambulance services
3. Supervisor notification of an injury
4. Filing of a report of Injury
5. Medical Treatment Doctor visit
6. Return to Work

The "Lost Window" scenario has a high potential to impact the RTW process



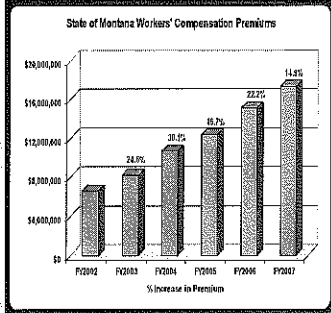
What is the Return to Work Program?

- To establish a consistent Statewide program
- To ensure each injury is handle in a professional and effective manner
- Requires effective top to bottom communication
- Train agency employees and management on RTW processes

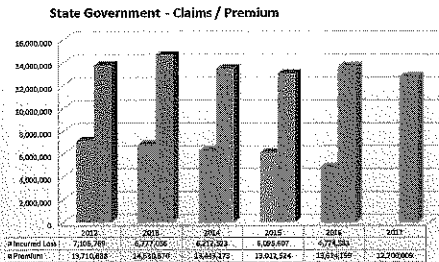
What does a Return to Work program do?

- Faster, more effective healing - Recovery
- Safer work environment for recovering employee
- It increases awareness of injury prevention
- Improved morale by providing support to employees
- Direct & Indirect savings in lost wages, work productivity, and efficiency

What triggered the need for a Statewide Return to Work program?



How effective is the State of Montana's RTW program?



How does an injury effect me financially?

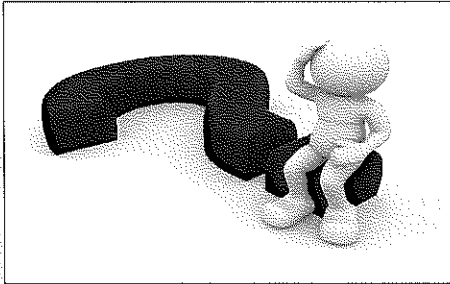
	Before Injury	2/3rds of Normal Wage
Monthly wage	\$ 2,500	\$ 1,667
Benefit Cost	\$ 963	\$ 963
Dental Coverage	\$41.10	\$41.10
State Share	\$ 976	\$ 976
Out-of-pocket costs	\$28.10	\$28.10
What is left over	\$ 2471.90	\$1638.90

How does an injury effect my family financially?

	Before Injury	2/3rds of Normal Wage
Monthly wage	\$ 2,500	\$ 1,667
Benefit Cost	\$ 1260	\$ 1260
Dental Coverage	\$70	\$70
State Share	\$ 976	\$ 976
Out-of-pocket costs	\$ 354	\$ 354
What is left over	\$2146	\$1313



Open discussion/Questions?





Worker Recovery

Engaging Managers & Employees in the RTW process


Key Element of Safety:

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What is Transitional Duty:


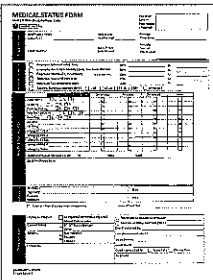
- **Transitional Duty:** Modified, temporary work assigned by the State agency to an injured worker that allows the injured Worker to return to the work after a work-related injury or occupational disease.

What is Permanent Job Modification:

- **Permanent Job Modification:** Jobs that are permanently modified for employees that have permanent restrictions upon returning to work following an injury. This is usually associated with reasonable accommodations under ADA.



Medical Status Form:



Transitional Duty Form:

<p>Employee Information</p> <p>Name: _____</p> <p>Job Title: _____</p> <p>Supervisor: _____</p> <p>Department: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Emergency Contact: _____</p>	<p>Transitional Duty Information</p> <p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for Injury: _____</p> <p>Medical Status: _____</p> <p>Current Duties: _____</p> <p>Supervisor Signature: _____</p> <p>Date: _____</p>
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Employee Roles & Responsibilities


- Participate in Early Return to Work training
- Report incidents and accidents to a supervisor as soon as possible
- Continuous communication with supervisor
- Cooperating with treating physicians, Human Resources, Safety and supervisors in the treatment, recovery and RTW process
- Take Medical Status Form to every visit with Health Care Provider
- Return Medical Status Form to supervisor
- Inform the doctor that the agency supports Return to Work
- Support co-workers participating in Return to Work activities
- Participate in the Transitional Duty Teams

Supervisor/Manager Roles & Responsibilities

- Pre-Determine potential Transitional Duties
- Provide potential Transitional Duty ideas to the Human Resources Office
- Report accidents & injuries to your HR specialist within 24 hours
- Conduct Agency/Supervisor Accident Investigations
- Participate in transitional duty team meetings
- Ensure that RTW is consistently available for all injured workers.
- Maintain communication with employee
- Work to instill a positive, cooperative culture


Human Resources/Team Coordinator Roles & Responsibilities

- Provide consultative services to employee, manager and safety
- Work with Supervisors/Managers and Agency Safety or WCMB
- Ensure documented special needs of Injured Workers are met
- Promote consistency in Return to Work implementation
- Serve as the coordinator for Workers' Compensation claims management
- Schedule and run ALL Transitional duty team meetings; complying with all documentation requirements
- Be the point of contact with the Workers' Compensation Management Bureau




RTW Coordinator Roles & Responsibilities

- Advocate/Encourage – Outreach and Resource
- Develop and implement tools to assess agency performance
- Educate, consult, and train agencies on the state's return to work program
- Provide data driven reports to agencies on their return to work performance
- Develop and implement transitional duty team meetings in all state agencies
- Develop and implement an effective return to work program in all state agencies
- Facilitate and foster positive communication between all stakeholders



Insurer Roles & Responsibilities

- Claim Management
- Review, approve and document medical treatment
- Over-site/manage wage loss compensation benefit
- Vocational Resources
- Safety Management Consultant Services



Transitional Team Roles & Responsibilities

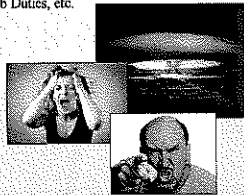
(Injured worker, Supervisor & Human Resources or Team Coordinator)

- Meets Regularly
- Reviews Transitional Duty Tracking Form and updates according to the Medical Status Form and feed back from supervisor.
- Provides the injured worker with the Medical Status Form for next visit
- Documents all team meetings using the Transitional Duty Tracking Form



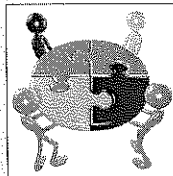
The importance of Effective Transitional Duty Meetings:

- All Team members need to be present at each meeting
- * Communicate openly *
- Support each other and transition the Injured employee back to TOI job
- Discuss & Review restrictions and transitional duties
- Discuss upcoming changes – Surgeries, Job Duties, etc.
- Document – Transitional Duty Form




The importance of Effective Transitional Duty Meetings:

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Care
Observe
Analyze
Communicate
Help

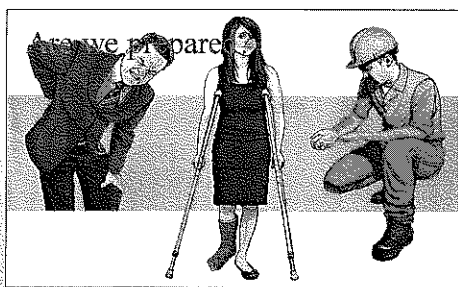
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WORKERS COMPENSATION MONTANA DEPARTMENT OF LABOR & INDUSTRY

In The Beginning... An Injury happens


Be prepared



WORKERS COMPENSATION MONTANA DEPARTMENT OF LABOR & INDUSTRY

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<http://ara.dli.mt.gov/work-comp-claims/claims-assistance/stay-at-work>

WORKERS COMPENSATION MONTANA DEPARTMENT OF LABOR & INDUSTRY
