**ATTACHMENT A: FREQUENTLY ASKED QUESTIONS**

* + - 1. **What do I do when an employee reports for work after being off due to a Worker’s Compensation injury and does not have a return to work (RTW) slip?**

An employee cannot return to their regular work or modified work without direction from the treating physician. The employee should be asked to return to the physician for a RTW slip. This requirement is stated on the Employee Responsibilities sheet the employee signs.

* + - 1. **The employee’s modified duty limitations are expiring soon. The employee says they are ok and doesn’t have to see the doctor. Can I put the employee back on the job based on statement?**

No. An employee cannot work beyond the date of the limitations. You cannot and should not assume anything.

* + - 1. **How do I know how long a modified duty slip should be good for? Sometimes there is no ending date on the slip.**

Ask the employee when they are scheduled again to see the doctor. Call Risk Management, as they may have the information you need. If not, Risk Management will call the physician to get the information for you.

* + - 1. **What if I think I’m providing work within the modified duty release, but the employee says they can’t do the task assigned?**

Talk to the employee to determine what assigned task they believe they cannot perform. If you can make a reasonable adjustment, do so. However, if the task is clearly within the restrictions, the employee should return to the physician for clarification of restrictions.

* + - 1. **What if I can’t find anything for the employee to do?**

You may contact Risk Management for suggestions. Operations Management may also be a good resource. However, if there is no modified duty work or just a few hours per day, let Risk Management know so they can pay time loss.

* + - 1. **What if the employee tells me they can do more than the modified duty slip indicates?**

Keep the job within the limitations. The employee should return to the doctor to increase their capabilities.

* + - 1. **Can I call the doctor and get more specific information about the employee’s capabilities?**

Call the Risk Management employee assigned to the claim, who may have additional information. Risk Management can also access the physician.