

## Employee Responsibilities after Injury | Claims Resources

The following outline is a template.

Your company believes that its employees are its most important asset.

1. In order for us to ensure the best care for you, report the incident to your supervisor as soon as possible.
2. Return the attached Team Member Incident/Accident Statement once completed.
3. If this is an emergency contact 911
4. In all other cases:
  - a. Follow the steps of the company provided 24/7 Injury Helpline at 1.800.553.8041 prior to seeking treatment.
  - b. The **[Company]** will do everything we can to bring you back to work. In order to facilitate this please take the attached Attending Physician's Form to the doctor's office informing the office that we can provide transitional work for all restrictions.
5. After each doctor's appointment, return to the office and/or check in with your manager to ensure we are providing you with all benefits available to you under the return to work program.
6. If you're unable to perform your full position, the Manager or appropriate supervisor will present you with a return to work offer letter and a copy of the completed Incident form.

Your company believes that you its employees are its most important asset. When one of their employees is unable to work because of a work-related injury or illness, they want that employee to receive the best medical care and return as a productive employee as soon as appropriate. Transitional employment has been shown to help injured and ill employees to recover more quickly and more completely. It is for these reasons that we are proud to offer, when appropriate, the benefit of transitional employment assignments for our employees to assist them in their recovery.

I have read and understand my responsibilities related to the companies return to work program as outlined above, and I am aware my manager is available to answer any additional questions.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_