

INJURED EMPLOYEE CHECKLIST

The following information will help you recover from your injury, resume your normal work activities, and return to work as soon as possible.

GIVE YOUR DOCTOR:

- Workers' Compensation Claim Number
- Division of Workers' Compensation Claim Number
- Employer's Name & Phone Number
- Information Regarding Your Job or Other Work Opportunities
- Claim Adjuster's Name & Phone Number

BE SURE TO:

- ✓ Go to all your medical appointments.
- ✓ Follow your doctor's directions carefully.
- ✓ Talk to your doctor to see if you can continue to work, even if you have some restrictions.
- ✓ Share a copy of your job description to help your doctor understand your specific work demands.
- ✓ Talk to your doctor to make sure you completely understand what you can and cannot do while you are recovering.
- ✓ Comply with the medical restrictions set by your doctor at home and at work.

YOU & YOUR EMPLOYER:

- ✓ Make sure you have received and reviewed your 'Injured Worker Rights and Responsibilities'.
- ✓ Follow all employer policies and requirements associated with your workers' compensation injury.
- ✓ Be sure to keep your employer and claims adjuster informed and up-to-date on your recovery and current abilities.
- ✓ Talk to your employer about work that you could continue to do during your recovery.
- ✓ Notify your employer and claims adjuster immediately if your work status changes.

GETTING BACK TO WORK:

- ✓ Communicate with your employer so that you can return to productive work as soon as medically possible.
- ✓ Contact your adjuster when your work status changes to ensure that appropriate benefit payments are made.
- ✓ Help your employer determine what additional work you could take on as your condition improves.
- ✓ If work within your restrictions is not immediately available, keep checking back with your employer. As you continue to recover, the situation may change.
- ✓ Be sure to let your employer know about any concerns or problems you might have related to your health and job assignments.

By continuing to work during your recovery, healing will likely progress more quickly and effectively than if you perform no work at all for an extended period of time. You will also have a much more productive mindset that can in fact help speed your recovery.