



IS YOUR EYE ON A REIMBURSEMENT?

Know what is needed after an injury occurs to get the most out of Return to Work

REQUIRED DOCUMENTATION

1 Verification that the injured worker is not able to perform his/her usual job.

Types of documentation

- » Activity Prescription Form (APF) (typical/preferred)
- » Chart notes
- » Prescription

2 Written description of modified-duty job approved by physician.

Types of documentation

- » Return to Work Form (RTWF)
- » Modified Duty Job Description (MDJD)

3 Verification that days worked and payments made correspond to modified-duty job.

Types of documentation

- » Pay stubs (proof of days worked)
- » Timecards (proof of days worked)

BEST PRACTICE REASONABLY CONTINUOUS JOB OFFER LETTER

This letter details the parameters of the modified duty that is outlined in the RTWF or MDJD and helps protect the employer and employee. Your claims manager can help.

COMMON PITFALLS

Why a reimbursement is denied or a company only receives partial reimbursement

Document does not clearly state the start and end dates or dates are not accurate.

Example: If an APF approves restrictions from Aug 1 – Aug 30 but modified duty is performed from Aug 1 – Sep 30, L&I will only reimburse days between Aug 1 – Aug 30.

Tip: Worker must attend their follow up visits and obtain documentation (RTWF or APF) for continued modified duty.

RTWF or MDJD is not signed or filled out correctly.

Example: If the physician does not sign the RTWF in a timely manner, does not include dates or the description of the modified-duty job is not in line with the physical restrictions, it can cause the claim to be ineligible or be delayed.

Tip: Provider date of signature is the first day of eligibility.

Worker performs job outside the physical restrictions or approved hours.

Example: The injured employee works outside of the approved job description or approved hours (works 6 hours when only 4 have been approved) that day is not eligible for reimbursement.

Tip: Practice good communication and supervision to ensure restrictions are followed by employee.

Assuming an APF is the only form needed to be eligible for Reimbursement.

Example: An APF lists restrictions and dates but does not spell out what an employee will actually do on modified duty. An attending physician must also approve what tasks the injured worker will perform on modified duty.

Tip: Have an internal process when there is a workplace injury that includes using a RTWF.