

The Blue Packet

For Workplace Injuries



Inside this Blue Packet, you'll find:

1. Actions for you to take.
2. Who to contact if you have questions.
3. Information about Returning to Work.



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Actions for you to take include the following documents:

- **Employees Injured on the Job? Your **First 5 Steps** to Your Workplace Injury**
- **Activity Prescription Form (to take to your doctor)**



INJURED ON THE JOB?
YOUR FIRST 5 STEPS TO YOUR WORKPLACE INJURY



Employee Steps

We are sorry you've been hurt at work.
We want to make sure you know what to do.

1. Report your injury/illness to your supervisor or trainer right away.
 - Discuss: Can you remain at work?
 - Complete: **Form 03-133 – Accident/Injury Report**

2. Review your Blue Packet.
 - Read everything.
 - File a claim with L&I.
 - Want to streamline your L&I claim? File online: www.lni.wa.gov/ORLI/ECS/FileFast.asp.
 - Can't file online? File by phone: 1-877-561-FILE.

3. See your doctor.
 - Give your doctor your Claim #, if you have already filed online or by phone.
 - If not, your doctor can file for you.
 - Ask your doctor if it is safe for you to return to your regular duties.
 - Ask your doctor if it is safe for you to return to work to Transitional Duties (formerly known as Modified or Light Duties).
 - Ask your doctor if there are any activities you should avoid or limit.
 - Fill out the L&I Activity Prescription Form (APF) with your doctor and get a copy of it.

4. Call or see your local/designated Human Resources (HR) Consultant.
 - Give HR the APF.
 - Talk to your HR contact about:
 - Why it is important for you to Return To Work?
 - What do you think are the next steps to return?
 - What happens to your sick leave, pay, vacation, retirement, etc.?
 - What did your doctor say about returning to work?
 - What is Transitional Duty?
 - Who is your DOC Claims Consultant?

5. Call your DOC Claims Consultant.
 - Talk your DOC Claims Consultant about the L&I Claims process – Is there anything else that you need to do?

Contacts	
DOC Claims Consultant:	1-888-833-3726 DOCOccupationalHealthandWellness@doc.wa.gov
Facility/Section HR:	http://doc.wa.gov/about/jobs/contact.htm#community-local-hr

Discuss your patient's role in their recovery

Research has shown that returning to activity (including lighter work) speeds recovery and reduces the risk of becoming disabled from most work-injuries. In addition to providing good clinical care, it is important to set expectations for a good recovery and assure patients understand the importance of doing their part. Take just a couple minutes during an initial office visit to explain the following (check each one as you complete it):

Key Messages

1. "You must help in your own recovery..."

- Only you can ensure your own successful recovery.
- It's your job (and my expectation) that you follow activity recommendations (both at home and at work).

2. "Activity helps recovery..."

- Bodies heal best with activity that you can safely do, and need to do, to recover.
- Incrementally increase the activity you do a little bit, each day.
- Some discomfort is normal when returning to activities after an injury. This is not harmful, and is different from pain that indicates a setback.

3. "Early and safe return to work makes sense..."

- Return to work is one of the goals of treatment.
- The longer you are off work, the harder it is to get back to your original job and wages.
- Even a short time off work takes money out of your pocket because time loss payments do not pay your full wage.

To be paid for this form, providers must:

1. Submit this form:
 - With reports of accident when there are work related physical restrictions, or
 - When documenting a change in your patient's medical status or capacities.
2. Complete all relevant sections of the form.
3. Send chart notes and reports as required.

Important notes

- A provider may submit up to 6 APFs per worker within the first 60 days of the initial visit date and then up to 4 times per 60 days thereafter.
- Use this form to communicate expectations of the patient to be physically active during recovery, work status, activity restrictions, and treatment plans.
- This form will also certify time-loss compensation, if appropriate.
- Occupational and physical therapists, office staff, and others will not be paid for working on this form.

To learn how to complete this form, go to www.Lni.wa.gov/activityRX.

About impairment ratings

We encourage you, the qualified attending health-care provider, to rate your patient's permanent impairment. If this claim is ready to close, please examine the worker and send a rating report.

Qualified attending health-care providers include doctors currently licensed in medicine and surgery (including osteopathic and podiatric) or dentistry, and chiropractors who are department-approved examiners.

Thank you for treating this injured worker.



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Information for you to read:

- **Returning to Work after a Workplace Injury (brochure)**
- **Returning to Work after a Workplace Injury (workflow chart)**
- **Taking Part in a Transitional Return to Work Program: Information for Employees**

Injured or ill?

- Review your Blue Packet.
- Remember the first 5 Steps to your Claim.
- Stay in touch with your Supervisor or Manager.
- Ask your local/designated Human Resources Consultant any questions about your benefits.
- Contact your DOC Claims Consultant – they are your liaison for L&I claims.
- **Transitional Duty is the path to successfully returning to work.**



If you are injured or ill,
contact your Supervisor
right away.



Questions or Comments?

Contact DOC's
Occupational Health and
Wellness Unit

1-888-833-3726

DOCOccupationalHealthandWellness@doc.wa.gov

iDOC: <http://idoc/employees/resources/health-wellness.htm>

Find your local/designated Human
Resources Consultant:

<http://idoc/agency/operations/hr.htm#contacts>

This brochure was made possible through a
grant from the Dept. of Labor & Industries:



Funding and support provided by the Department of Labor & Industries

Returning to Work after a Workplace Injury

PREVENTING WORK DISABILITY

HUMAN RESOURCES
OCCUPATIONAL HEALTH AND WELLNESS UNIT

1-888-833-3726

DOCOCCUPATIONALHEALTHANDWELLNESS@DOC.WA.GOV

<http://idoc/employees/resources/health-wellness.htm>





Why Transitional Duties?

Research tells us that the sooner injured and ill employees return to the workplace, the more supported they feel, the better their chance of remaining at work long term, and the lower the overall injury costs (human, social, and financial).

We offer Transitional Duties (formerly known as Modified or Light Duties) to assist our employees with their recovery, provide financial support, and to help our employees stay connected with the workplace.

Working in Transitional Duties, injured and ill employees remain connected to the workplace based on their abilities. It places temporarily disabled and recovering employees in meaningful, productive work within DOC.

All of the duties are meaningful to DOC. Many of your co-workers working in Transitional Duties have enjoyed learning about different parts of the organization and how they work together.

Research shows that supportive, early return to work has an immediate and lasting benefit for both the injured or ill employee and DOC.



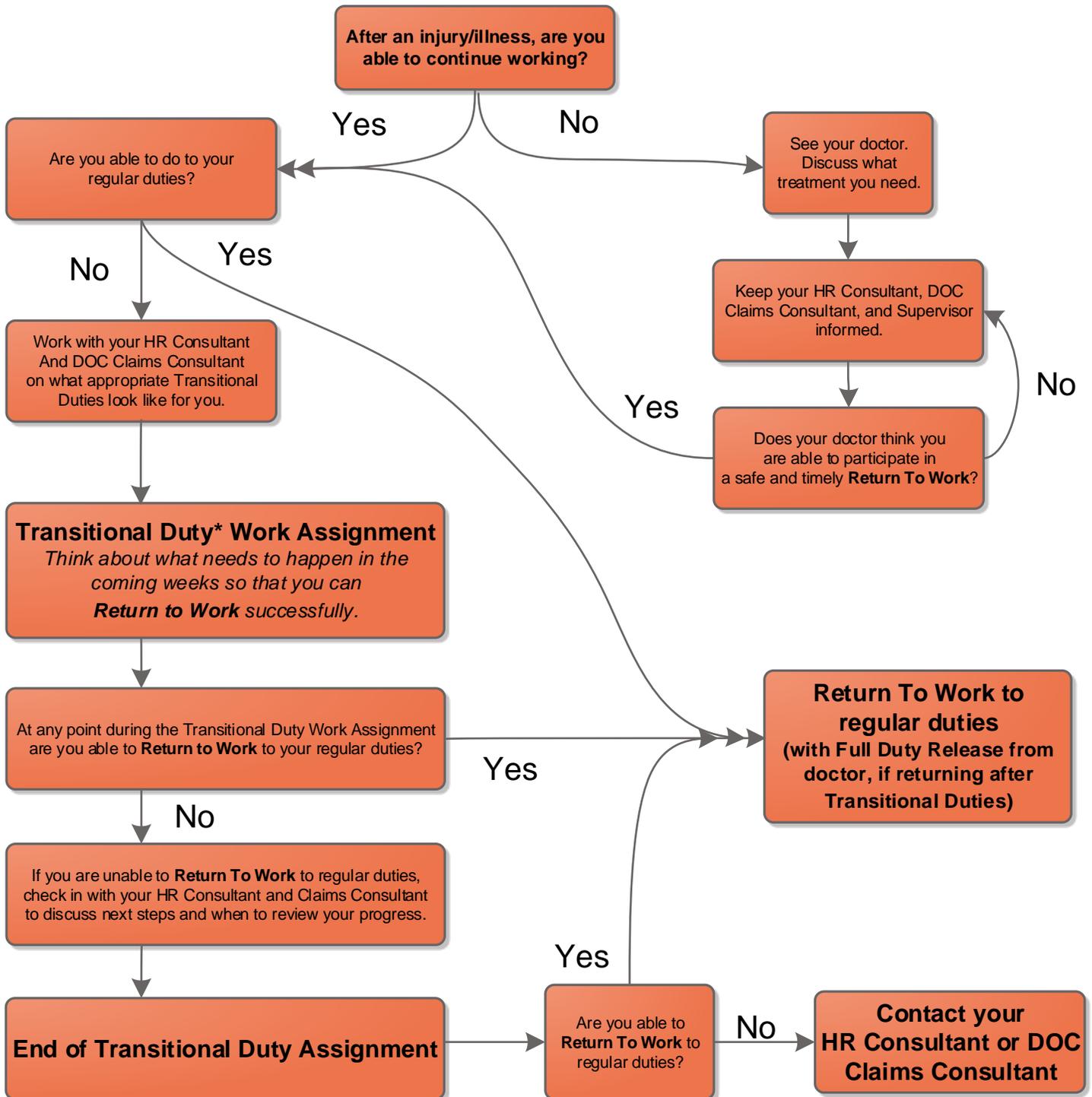
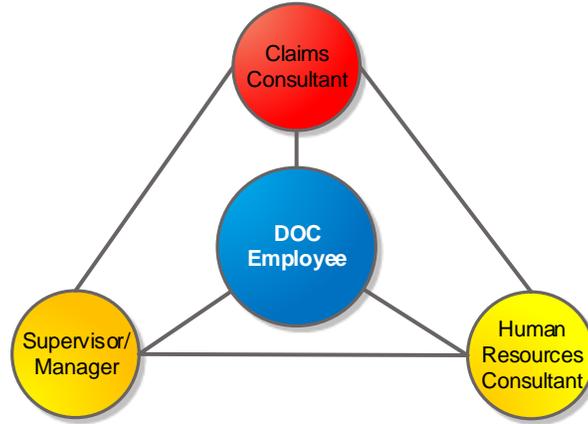
What are the benefits of Transitional Duties?

- Increased chance of employees returning to work successfully.
- Increased employee feeling connected to DOC.
- Increased workplace support for injured and ill employees.
- Timely and responsive service that takes an **Employee-centered** approach.
- More supportive, engaging, and productive workplace.
- Retention of experienced workers.

How do Transitional Duties work?

- Employees usually work a day shift schedule, performing transitional duties (work with your local/designated Human Resources Consultant on options).
- When necessary, we consult with the employee's Health Care Provider on timing and appropriate workload.
- **Staff health is key** – DOC does not support Transitional Duties that further risk the health of injured workers.
- Transitional Duties may last up to 12 weeks.
- For **workplace injuries**, DOC's Claims Consultants work closely with Labor & Industries (L&I) to make sure employees are supported in the process. If time loss is required, L&I decides (adjudicates) the employee's claim. When a worker refuses to accept a Transitional Duty work assignment, L&I may decide not to pay time loss. L&I considers the reasons for the refusal and decides if they are reasonable. To make this decision, L&I considers the nature of the work and the worker's physical restrictions and medical requirements.

Returning to Work After a Workplace Injury





TAKING PART IN A TRANSITIONAL RETURN TO WORK PROGRAM

INFORMATION FOR EMPLOYEES



The Department of Corrections (DOC) supports employees recovering from illness or injury by offering Transitional Duty (formerly known as Modified or Light Duty) work assignments when appropriate. Research shows that supportive discussions of flexible return to work solutions have an immediate and lasting benefit for both the injured or ill employee and DOC. Recovery on the job, when appropriate, improves Return to Work success and helps injured and ill employees recover faster.

What is a Transitional Return to Work Program?

Transitional Return To Work is a creative and supportive work program that allows employees to work within their abilities while they recover from injury or illness up to 12 weeks.

What's In It For You?

- You facilitate a more rapid recovery (research shows) by staying attached to the workplace, when injured or ill.*
- You help your recovery and reduce your chances of longer term problems (Work Disability) by returning to your daily work and life activities.
- You restore your source of income.
- You stay active and productive, which can be important to your healing and recovery process.
- You maintain a sense of purpose and wellbeing.

Help ensure you are successfully recovering by:

- **Talking to your doctor:** Ask your health care provider if there is risk of harm to you if you continue working.
- **Changing your postures frequently:** Avoid long periods in any single posture. Pace yourself and take rest breaks/stretch breaks as needed throughout your shift. Remember to use good body mechanics.
- **Participating in Transitional Return to Work program:** Transitional Return to Work is an extension of your treatment and will help you make progress toward tolerating regular duties and hours. Transitional Duties allow you to manage symptoms and pace activities according to your ability while you recover.
- **Recognizing that experiencing fatigue and pain symptoms is normal:** Just like when you start a new fitness routine, you may feel some muscle discomfort.
- **Staying connected to the workplace:** Staying connected and maintaining regular check-ins with your supervisor or manager can help you recover more quickly.
- **Thinking about how to prepare to Return to Work:** As you progress through the Transitional Return To Work program, think about how to prepare for your return to regular duties.
- **Remembering to stay within your restrictions 24/7 at home and work:** While performing the tasks outlined in your Transitional Duty work assignment, it's helpful to keep as much of your normal work routine as possible. **Never do more than what your Transitional Duties outline.** Changing or increasing your restrictions without talking to your doctor can lead to further injury or setback.
- **Maintaining regular contact with your support team:** Staying in touch with your Human Resources Consultant, DOC Claims Consultant, and L&I Claim Manager (if needed) on a regular basis is helpful.

*Turner, et al., 2008, shows Modified Duty offer affects Work Disability days (10 vs 35) and disability (7% vs 19%) at 1 year compared to no offer.