Workers' Compensation Structured Return-To-Work Program
(Modified Duty)   (RSK–P202)
Sacramento City Unified School District

1.0 SCOPE:

1.1 The process of providing injured employees with modified duty.

2.0 RESPONSIBILITY:

2.1 Third Party Administrator

2.2 Clerk III

2.3 Payroll tech for periodic follow-ups _____01/12/09__
                                                                              Signature   Date

3.0 APPROVAL AUTHORITY:

3.1 Director of Risk Management

4.0 DEFINITIONS:

4.1 RTW – Return to work

4.2 Mod Duty – Modified Duty

4.3 TD – Temporary Disability

4.4 W/C – Workers' Compensation

4.5 TPA – Third Party Claim Administrator (Self-Insured)

5.0 PROCEDURE:

5.1 All employees receive the information bulletin on procedures.

5.2 Physician sends or faxes Physician Work Status Report to TPA.

5.3 TPA reviews work status for possible modified duty return to work.

5.4 The TPA contacts the site supervisor/administrator to verify accommodations can be made for restrictions.

5.5 If restrictions can be accommodated at site, employee offered 12 weeks of mod duty.

5.6 If restrictions cannot be accommodated at site, TPA contacts alternate sites to attempt to find some type of modified duty.

5.7 If accepted by alternative site both the assigned site and alternate site are given instructions on absence reporting.

5.8 TPA notifies Risk Management that mod duty is beginning and employee is set up on Risk Management computer program and a letter is sent confirming dates.

5.9 TPA will follow up on employee medical status and notify Risk Management as necessary.

5.11 If no site can accommodate the restrictions, the employee remains off work until they are released by their physician. TPA handles the TD.

6.0 ASSOCIATED DOCUMENTS:

6.1   Physician's Work Status Reports/Temporary Duty Plan Form RSK–F202

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Physician's Work Status Reports	Scanned & shredded	5 years	TPA has permanent record	Scanned file is password protected

8.0 REVISION HISTORY: 1/29/04

Date:	Rev.	Description of Revision:
1/29/03	A	
3/25/08	B	Updated to reflect new processes
1/12/09	C	Updated to reflect processes in place with TPA

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