

## LETTER TO PHYSICIAN

*Re: Return-to-Work Program*

To Whom It May Concern:

From: **Wayne County Board of Ed.**

As a treating physician, your assistance is critical in the success of our return-to-work program. Our goal is to return our employees to productive employment as soon as appropriate following an injury or illness. Some key points we would like you to know are as follows:

- Our employee will provide you with forms at the time of their initial treatment. These forms will consist of this letter, and the following forms:
  - a) **Attending Physician's Report** - this should be used to outline any type of work restrictions. Please complete this form and return it to our employee.
  - b) **Task Evaluation Form (Current Job)** - this form lists the type of physical activity required to perform the injured employee's job duties, without restrictions.
  - c) **Task Evaluation Form (Alternative Job)** - this form lists the minimal amount of physical activity that we can accommodate with their job.
  
- Every effort will be made to enable the employee to return to work immediately or in the very near future; even if the worker returns to a transitional modified duty position, perhaps initially only for an hour or two a day.
  
- We monitor the employee's case internally on a weekly basis and will contact you should a question arise relative to transitional duty or related issues.
  
- Any reasonable physical restrictions you deem appropriate will be considered.
  
- We will contact you immediately if permanent limitations of any kind are projected and to inquire if this will in any way affect the employee's ability to ultimately return to his/her regular (usual and customary) job, in your opinion.

Ultimately, we want to work in partnership with you. Should you have any questions about our return-to-work program, or one of your patients, please call. Additionally, we invite you at any time to come to our facilities to see first hand, the kind of work that is performed.

We look forward to working with you.

Sincerely,

**Mike Hart 304-272-5116 X 357 Fax 304-272-5519**  
**Safety Director-Wayne County Schools**