

Procedure Title:	Early Return to Work of Injured Workers				
Procedure Number:	DHS OHA 080-002-01	Version:	3.0	Effective Date:	11/02/2007

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Approved By: (Authorized Signer Name)

Date Approved

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Procedure

Step	Responsible Party	Action
1.	Employee	Within 24 hours of absence due to a work-related injury or illness, provide the supervisor with a written statement from the doctor authorizing time away from work.
2.	Employee	<p>A. Be examined by a medical provider at least every 30 days unless otherwise prescribed by the attending physician.</p> <p>B. Following every appointment, immediately provide to supervisor a DHS 6802, Physician's Report of Physical Condition, or equivalent that includes limitations, authorization for time loss, prognosis and date of next appointment.</p>
3.	Supervisor	<p>A. Send DHS 6802, or equivalent, to safety office immediately upon receipt.</p> <p>B. Attempt to locate transitional work duties based on medical limitations. Coordinate with safety office.</p> <p>C. Contact the safety office to request clarification if the restrictions are unclear.</p> <p>D. Provide employee a written transitional work assignment offer and review and clarify restrictions and expectations.</p>
4.	Supervisor	A. Review employee's status and transitional work assignment with safety office at least once every 30

		<p>days, or when there is a change, ending when the employee is released to regular work or the transitional work assignment ends.</p> <p>B. Ensure that employee's time is coded to reflect workers' compensation; i.e., SLG, LG.</p>
5.	Supervisor	Contact a Human Resource Analyst or Safety Office to end transitional work assignment as described in DAS Policy 50.020.05 .
6.	Safety Office	Initiate reimbursement of wages for transitional work through Employer at Injury Program (EAIP).

Policy that applies:

[DHS-080-002, Early Return to Work of Injured Workers](#)

Oregon Department of Administrative Services policy number [50.020.05 Early Return to Work of Injured Workers](#).

Form(s) that apply:

[DHS 6802, Physician's Report of Physical Condition](#)

Contact(s):

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Procedure History:

- **Version 3.0:**

05/17/2013 – Minor edits; Co-branded, DAS links and contacts updated. DHS|OHA-080-002 version replaces DHS-080-002

07/14/2009 – Contact information updated

08/01/2007- Revised to adopt DAS policy 50.020.05

- **Version 2.0:**

05/10/2007 - Suspended pending policy revision.

08/08/2006 - Revised language to address different return to work requirements between regular status and temporary or seasonal employees.

- **Version 1.0:**

05/22/2003 (Supersedes DHR 50.020.01a - effective 01/01/1997)

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

