

Statement of Responsibilities

Supervisor

- Train employees on the proper reporting and return to work procedures.
- If possible, accompany injured worker to medical provider to notify the provider about your company's Return to Work (RTW) program and provide an explanatory letter.
- Complete Initial Incident Investigation Form.
- Develop alternative assignments to meet the medical provider's assessment of capabilities—be sure to consult management, the injured employee and the RTW Specialist.
- Communicate with the company RTW Specialist.
- Supervise returning employees to ensure ongoing success with transitional duties.

Management, Human Resources and RTW Specialist

- Provide written policy statement and procedures.
- Train employees on proper procedures for reporting injuries.
- Plan, lead, control and monitor all return to work activities or assign someone to do so.
- Provide injured employee's job description to medical provider and claims examiner.
- Maintain regular contact with MSF claims examiner, injured employee and the employee's supervisor.
- Develop and maintain record-keeping and reporting systems for incidents and injuries.
- Report the injury to Montana State Fund and complete a First Report of Injury Form.

Employee

- Understand procedures for reporting injuries.
- Report any injury immediately to a supervisor.
- Inform your medical provider of your alternative work availability and your company's Return to Work program (supervisors will get you the appropriate forms to present to medical providers).
- Notify supervisor of medical provider's assessment of what tasks and actions you can do.
- If off work, check in with your supervisor at least once a week following each medical appointment to discuss your return to work plan and progress.
- Follow your medical provider's orders and work with supervisor to meet them.

Medical Provider

- Provide immediate, appropriate and effective treatment that facilitates recovery.
- Assess the abilities of the injured employee and provide the employee with an account of current physical capabilities as they relate to performing job functions.
- Provide information about the employee's physical work capabilities to MSF claims examiner.
- Complete all forms required and return to Montana State Fund.
- Review physical description of the employee's original job and, if necessary, alternative temporary jobs to help determine which are within the employee's capabilities.

