

# The RETURN TO WORK puzzle— where do you fit in?

## EMPLOYER'S ROLE

**Actively participate and support your worker's return to work process as a member of the return to work team**

- Participate in the OIS orientation and worksite visit
- Inform staff about OIS as a voluntary injury management option
- Set up an internal injury notification process
- Notify the OIS clinic in advance when a worker is on their way
- Provide transportation for the worker to the clinic
- Participate in the OIS case conference in person or via telephone
- Complete WCB reports as soon as possible
- Provide appropriate modified work and support the return to work plan

## WORKER'S ROLE

**Actively participate in and manage your recovery and return to work process**

- Report your injury to your supervisor immediately
- Choose who you want to treat your work related injury – OIS or Family Doctor
- If OIS, attend the OIS clinic as soon as possible after your injury
- Maintain regular contact with your return to work team (employer, OIS physician, WCB adjudicator/case manager, family physician)
- Decide who you will use for follow-up (OIS physician or family doctor)

## OIS PROVIDER'S ROLE

**Provide expert medical care and development of return to work plans**

- Provide employers with an orientation to OIS
- Conduct a worksite visit to gather job and modified work information
- Triage incoming calls
- Target to start assessment within 30 minutes of worker's arrival
- Conduct a complete injury assessment
- Expedite any diagnostic tests that a worker may require
- Coordinate the OIS case conference
- Assist in developing an individualized return to work plan with workers and employers
- Complete all OIS reports same day

## WCB CLAIM OWNER'S ROLE

**Support development and implementation of the return to work plan**

- Process and manage claims
- Support the return to work plan by coordinating all required rehabilitation interventions



**STAY** in the  
**GAME**

**Occupational Injury Services (OIS)**

**WCB**

Workers'  
Compensation  
Board

Alberta