

Jackson North and Jackson South Return to Work Process at MDCP sites

1. Employee will notify Supervisor that he/she has been medically clear to return to work (no restrictions cases only)

2. Employee's Supervisor will notify respective HR department

3. HR will contact MDC to check for provider's availability and to schedule the earliest appointment for RTW Clearance and will notify employee's supervisor of same

4. Supervisor will contact employee and provide appointment information

5. Employee will bring completed Physicians Clearance Note and Supervisor Referral Form to MDC appointment:

Employees must provide a detailed physician's statement by using either JHS Physician's Evaluation Form (see attached) Healthcare Provider Evaluation Form and Return to Work Clearance), OR provide a detailed statement on physicians' office letterhead which includes the following information:

- a) The date that the employee has been medically cleared to return to work by physician;
- b) Diagnosis;
- c) Return to Work Status (e.g. full duty, restricted duty). If extension of leave, estimated date of return to full work status;
- d) If placed on restricted duty, restrictions must be specific and include the duration of the restrictions;
- e) The note must have providers printed name, signed and dated.

If the physician's note is incomplete, the employee will not be cleared which can result in delay in returning to work as scheduled.

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Step 6

MDCP Provider reviews completed JHS Physician's Evaluation Form **OR** physician's office letterhead (as brought in by the employee) and checks all requirements. Completes employee Evaluation.

Step 7

MDC will complete the "Health Office Use Only" section of the "Supervisor Referral Form", noting discharge disposition. Will provide a copy to employee.

Step 8

Employee will provide the Supervisor Referral form copy to Supervisor for their records.

Please note that RTW clearance that require Worker's Compensation must be evaluated at EHS at Jackson Memorial Medical Center.