

If you need help returning to work...

Returning to work after an injury or illness can often be a long and frustrating process. In the Disability Management Unit of the state's Workers' Compensation Program, we'll work closely with you and a team of experts to help you return to your job as quickly as possible. If you can't, we will help you find another suitable job in your agency, in other state agencies or in some other organization.

We want you to be completely involved in the planning and implementation of this entire process so that you receive the care you need to return to work as soon as possible. We'll coordinate the efforts of a team of competent and dedicated people, including your supervisor, disability coordinator, vocational rehabilitation consultant, workers' compensation coordinator, job placement specialist, health care provider and workers' compensation claim specialist.

You will have access to a statewide network of disability management experts, qualified rehabilitation consultants (QRCs) and job placement specialists under contract with the state. We, in the Disability Management Unit, monitor this network to ensure that you get appropriate rehabilitation and return-to-work services in a timely manner.

Throughout this process, we will treat you with dignity and respect while managing your claim.

Your responsibilities

Your active participation in your rehabilitation and return to work is essential if you are to receive the best possible services. We ask that you:

- become an important part of your rehabilitation team by expressing your preferences, and by getting involved in constructive planning and problem-solving with your supervisor, disability coordinator, claims specialist, workers' compensation coordinator, health care provider and others involved in your care;
- keep us informed about your health and employment status;
- work hard to find a job with the help of your rehabilitation team; and
- follow your treatment and rehabilitation plan to speed your return to work.

Your return to work

If you are receiving workers' compensation benefits for a work-related injury or illness and you have been off work, or if you are currently in a light-duty assignment, your claims specialist or disability coordinator may contact you if:

- you have not set a date for your return to work, or your length of time away from work appears longer than necessary;
- you are currently at work on a light-duty assignment, but you have no set date to remove or relax the limitations on your job;
- you have more than one workers' compensation claim;
- you were scheduled to return to work, but did not;

you returned to work, but missed several days; or
your agency or claims specialist suggested we call you.

If you and those working with you agree, we will open a disability management case on your behalf. At that time, we may assign a different disability coordinator to you.

Your job search

Disability management consists of a series of activities designed to help you go back to work. Like you, we would like you to return to your job quickly. Sometimes that means that we, working together with your agency representatives, may need to modify the job you held before your injury to meet your needs. If that is not possible, we will work hard to help you find another job.

Whether you return to work for the state or for private industry, we will help you with your rehabilitation and job search. If needed, we will help you:

- seek professional reviews of your rehabilitation and employment needs;
- modify your existing job, if necessary, to address your limitations;
- seek training and skills development opportunities so that you qualify for other positions;
- and
- seek employment.

Your state job

If you can't go back to the job you held before you were injured, our first priority is to get you a different job within your agency. If that fails, we'll help you find a job with another state agency.

In order to accomplish that, your disability coordinator, job placement coordinator and claim specialist will work with you and your agency representatives to develop a job placement plan. We'll help:

- arrange testing necessary to qualify you for other state jobs so that your name is placed on as many appropriate eligible lists as possible;
- search for skill-enhancement light-duty jobs;
- watch for job openings throughout state government;
- schedule job interviews for you; and
- complete personnel transactions throughout the process.

Your private industry job

If we cannot find a suitable job for you within the state system, your job placement coordinator and disability coordinator will refer you to a qualified vocational rehabilitation consultant. Your rehabilitation consultant will re-assess your case, and develop and implement a rehabilitation plan by working with you, your claims specialist, disability coordinator, job placement

coordinator and agency representatives. If these services are included in your rehabilitation plan, we will:

- offer vocational and interest tests, and interpret the tests results with you;
- make an inventory of your transferable job skills;
- assign a new job placement coordinator experienced in private sector employment to work directly with you;
- assist you with resume writing, interviewing techniques and other job-seeking skills; and
- help you search for a job by contacting potential employers and providing you with job leads.

Assistance and support

We, in the Workers' Compensation Program, will provide prompt and clear information to you in a courteous manner. Because your claim specialist is responsible for handling your claim appropriately, we encourage you to send all your questions through your specialist. However, we understand that sometimes you may want to talk directly to other employees in the Workers' Compensation Program.

- (651) 201-3000 Claims Management
- (651) 201-3010 Disability Management
- (651) 201-3033 Job Placement Assistance
- (651) 282-2699 TDD

You may also submit your questions and comments to us in writing. If you do so, please give us your Social Security number and the name of your agency. Submit your request to:

Department of Administration
Risk Management Division
Workers' Compensation Program
310 Centennial Office Bldg.
658 Cedar Street
St. Paul, MN 55155