

Start Here

Establish RTW Policy Statement

➤ Include: Eligibility; Program Length; Wage Determination; Modified Assignments; Union Involvement

Designate RTW Program Coordinator

Develop RTW Program

Select Team Members; Duties/Responsibilities; Complete All Jobs Analyses; Identify Transitional Jobs; Develop RTW Forms; Train Supervisory Staff; Educate All Employees

At the Onset of Injury

File C-2
Accident Report

Identify Potential
RTW Participant

Send Doctor
Notification Letter

➤ Include: Job Demands Analysis Form; Physical Capabilities Worksheet; Transitional Job Analysis

Notify NYSIF
of Potential
RTW Case

**Copy NYSIF with
Dr.'s Completed
Forms**

Job Demands Analysis;
Physical Capabilities
Worksheet; Transitional
Job Analysis

YES

Doctor Approves Transitional Duty

NO

Identify Transitional Duty Position
Approved for Work Release

Notify
NYSIF

Copy NYSIF

Send Return to Work Availability Letter to Employee

Employee Returns to
Transitional Work

Periodically Send Doctor
Regular Duty Job Analysis
Requesting Full Duty Release Date

YES

Employee Released to Regular Duty Job

Notify NYSIF

NO

Notify NYSIF