

Transitional Work Program Employee Training

Mission Statement

The mission of Phoenix Services Transitional Work Program is to make every reasonable effort to provide alternate work tasks or make reasonable modifications for a worker unable to perform their regular job duties resulting from a work-related accident, injury, or illness.

Each department will attempt to accommodate our workers who cannot perform their basic duties of their position. Where this is not possible, all departments will cooperate to locate suitable alternative work.

The goal of our company's transitional work program is to reduce costs associated with injuries/illnesses, while promoting the best interest and employability of our workers.

Program Objectives

This transitional work program (TWP) will benefit our employee by providing opportunity to build strength and stamina to return to regular duty. Workers in the program will be paid at their regular hourly rates for the hours worked.

The ultimate goal is to promote our worker's employability and return to full duty. At the same time, the transitional work program is intended to reduce costs associated with work-related injuries/illnesses by decreasing the days workers are away from their job and promoting a speedy recovery to full physical and work capabilities. Transitional work allows our worker to continue a productive lifestyle, reduce pain, and receive support of co-workers and supervisors.

Transitional Work: An Operational Definition

Transitional work is a progressive and individualized program. It is an interim step in the physical recovery and conditioning of our injured workers. Transitional work is goal oriented to return you back to your own job or another job identified that is within your capabilities. Transitional work is any job, work tasks or a combination of tasks an injured worker may perform safely without risk of re-injury or risk to the worker or other employees.

Compensation for Employees

While in the program, workers receive 100% of their regular wage.

Incentives for Participation

Our workers are paid 100% of their wages as opposed to BWC compensation (72% of wages during the first 12 weeks of disability; 66.6% of wages for subsequent weeks). Physicians benefit from allowing an experienced therapist to work with you at our work-site or a near-by rehabilitation clinic. Therapists can evaluate your physical capabilities and identify appropriate specific work tasks. The labor force benefits by keeping our workers productive. Disability costs are contained and everyone benefits from safety recommendations of the on-site and/or off-site therapist.

Transitional Work Program Procedure

1. Injury occurs.
2. Injury is reported to our company's coordinator. Incident/injury report is completed (see Injury Packet).
3. Visit our preferred medical provider for an examination and treatment. (MEDCO 14/TWP Referral Form) completed.
4. Physical restrictions are provided by the physician. The worker must provide restrictions to the coordinator within 24 hours of your physician's visit.
5. Program coordinator identifies your ability to return to your job or alternate job based on your job demands. An individualized transitional work program is developed with you and your supervisor.
6. Occupational/Physical Therapy on-site/off-site, if required, is started.
7. Coordinator confers with you doctor, therapist and case manager as needed to discuss your progress and needed modifications in preparation of your return to full duty.
8. Modifications are made to your work tasks as you recover and regain strength and stamina.

Time Parameters of the Transitional Work Program

The expected duration of the TWP is less than 60-90 days.

Exit Criteria

- When you are able to perform your regular job tasks with a written release from physician. This information will be provided to our coordinator in writing allowing you to return to regular full duty.
- In the event you are not progressing toward regular duty or unable to work due to medical instability.
- In the event you are unable to return to your original job (full-duty) after completion of 60-90 days in transitional work. Your physician, therapist, case manager and supervisor will identify other job options or recommend vocational rehabilitation.

Community Resources and Provider Contact Information

<p><u>Medical Care and Tests</u></p> <p>Occupational Care Consultants 7010 Spring Meadows Drive West Suite 101 Toledo, OH 43528 419.865.4448</p>	<p><u>Emergency Room/After hours care:</u></p> <p>St. Vincent's Hospital 2213 Cherry St Toledo, OH 419.251.4634</p>
<p><u>Vocational Rehabilitation:</u></p> <p>VoCare Services 25001 Emery Rd Suite 320 Cleveland, OH 1.888.840.1221</p>	<p><u>Managed Care Organization</u></p> <p>AdvoCare 25001 Emery Rd Suite 300 Cleveland, OH 1.800.659.4025</p>
<p><u>BWC Service Office:</u></p> <p>Toledo Service Office 1 Government Center Suite 1136 Toledo, OH 43604 1.800.644.6292</p>	

Transitional Work Program Manager

For specific questions about our company's transitional work program, contact:

Maggy Hoffman, Benefits Administrator
419.885.2151