

One of your employees recently had an injury or illness that could affect his or her work. As the employer, you can help make it easier for your employee to return to work and to recover quickly and fully. At the same time, you will want to make sure that necessary work gets done and that your company's expenses are kept to a minimum. *Transitional Work* can help with all of these goals.

This brochure discusses work as a part of your employee's medical treatment and the *Transitional Work* process. We hope that the information here and on the Kaiser Permanente return-to-work release form (visit verification) will help you plan for your employee's rapid and safe return to work.

Work as medical treatment

For most sick or injured workers, one of the best ways to recover may be to return to some form of safe, transitional work while they are healing. That is why your employee's physician has recommended *Transitional Work*.

Transitional Work can be an important part of your employee's medical treatment.

Communication with Kaiser Permanente

The return-to-work release form has information to help you and your employee design a *Transitional Work* plan. For specific information on your employee's injury, call:

Transitional Work prescription contact:

Phone: _____

For work-related issues, contact the Dedicated Occupational Health Center where your employee was treated, or call **1-888-KOJ-WORK**.

Kaiser Permanente is committed to providing high-quality medical care for your workers.

A final word

For health information, check your *Healthwise*® *Handbook*; visit the member section of our Web site at **members.kp.org**; or call the Kaiser Permanente Healthphone at **1-800-33-ASK ME (1-800-332-7563)**. To get your *Handbook* and *Kaiser Permanente Healthphone Directory*, call **1-800-464-4000**.

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Message to employers



Making Transitional Work part of your employee's recovery



KAISER PERMANENTE®

Transitional Work

During *Transitional Work*, you and your employee work together to design temporary assignments for the employee to do until he or she can return to full duty. Your company may have a *Transitional Work* coordinator or someone in human resources who can help with this process.

Please begin by reading your employee's Kaiser Permanente return-to-work release form. The information on this form will help you identify transitional duties that your employee can do.



Transitional Work assignments should...

- help build your employee's morale.
- protect your employee by following the suggestions and restrictions found in the Kaiser Permanente return-to-work release form.
- have value for both you and your employee.

The employee's role

It is important that you and your employee work together to plan *Transitional Work* assignments. The chances of success are much greater when the employee takes an active part. Remember, your employee is a partner in the *Transitional Work* plan. They're a great source for work ideas and can let you know when their ability to take on new tasks has improved.

For your worker's safety, it is important to design a Transitional Work plan that follows the recommendations from the return-to-work release form.



Safety

A good *Transitional Work* plan can help keep a worker more active and in better shape than if he or she stayed at home. This helps reduce the risk of reinjury once your employee returns to work.

Changes in Transitional Work duties

Most *Transitional Work* assignments last only a short time, but some may last 90 days or more. In most cases, assignments should change regularly as the employee feels better and can do more.

Transitional Work is a good business practice

Employees are an organization's biggest asset. When employees are unable to work due to sickness or injury, both the employee and the company can suffer losses in income and morale.

Short-term *Transitional Work* duties can contribute to the medical treatment your worker receives, and may be an important means of reducing disability-related expenses.