

<b>Procedure Title:</b>	Early Return to Work of Injured Workers				
<b>Procedure Number:</b>	DHS OHA 080-002-01	<b>Version:</b>	3.0	<b>Effective Date:</b>	11/2/2007

Approved for DHS by *Jim Scherzinger, Chief Operating Officer*

Date approved

Approved for OHA by *Suzanne Hoffman, Chief Operating Officer*

Date approved

Step	Responsible Party	Action
1.	Employee	Within 24 hours of absence due to a work-related injury or illness, provide the supervisor with a written statement from the doctor authorizing time away from work.
2.	Employee	<p>A. Be examined by a medical provider at least every 30 days unless otherwise prescribed by the attending physician.</p> <p>B. Following every appointment, immediately provide to supervisor a DHS 6802, Physician's Report of Physical Condition, or equivalent that includes limitations, authorization for time loss, prognosis and date of next appointment.</p>
3.	Supervisor	<p>A. Send DHS 6802, or equivalent, to safety office immediately upon receipt.</p> <p>B. Attempt to locate transitional work duties based on medical limitations. Coordinate with safety office.</p> <p>C. Contact the safety office to request clarification if the restrictions are unclear.</p> <p>D. Provide employee a written transitional work assignment offer and review and clarify restrictions and expectations.</p>
4.	Supervisor	<p>A. Review employee's status and transitional work assignment with safety office at least once every</p>

		<p>30 days, or when there is a change, ending when the employee is released to regular work or the transitional work assignment ends.</p> <p>B. Ensure that employee's time is coded to reflect workers' compensation; i.e., SLG, LG.</p>
5.	Supervisor	Contact a Human Resource Analyst or Safety Office to end transitional work assignment as described in <a href="#">DAS Policy 50.020.05</a> .
6.	Safety Office	Initiate reimbursement of wages for transitional work through Employer at Injury Program (EAIP).

### Policy that applies:

- [DHS-080-002, Early Return to Work of Injured Workers](#)
- Oregon Department of Administrative Services policy number [50.020.05 Early Return to Work of Injured Workers](#).

### Form(s) that apply:

[DHS 6802, Physician's Report of Physical Condition](#)

### Contact(s):

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### Procedure History:

- **Version 1.0:**  
05/22/2003 (Supersedes DHR 50.020.01a - effective 01/01/1997)
- **Version 2.0**  
05/10/2007 - Suspended pending policy revision.  
08/08/2006 - Revised language to address different return to work requirements between regular status and temporary or seasonal employees.
- **Version 3.0**  
05/17/2013 – Minor edits; Co-branded, DAS links and contacts updated. DHS|OHA-080-002 version replaces DHS-080-002  
07/14/2009 – Contact information updated  
08/01/2007 - Revised to adopt DAS policy 50.020.05

**Keywords:**

Workers Compensation, Workers Comp procedure, Workers' Comp, Workman's comp, DHS-080-002, Early return, injured employees, injured worker