

Injury and case management

A practical guide to dealing with return to work after work injury



Return to Work Matters
The power of partnerships



www.rtwmatters.com

Produced by
the RTWMatters team
to assist employers
improve workplace systems
and practices

2010

Injury and case management

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Injury and case management

A practical guide to dealing with return to work after work injury

by Return To Work Matters Pty Ltd

RTWMatters is a dedicated resource for professionals who assist people to remain at work or return to work.

*The material is freely available to members of
RTWMatters.com*

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1 The first five minutes

The first conversation is vital! The style of communication used will determine whether the employee feels assured or apprehensive. Show genuine interest. Ask the employee how they are feeling and how you can help them.



Principles of return to work management

- "It's we, we, we, not me, me, me" - Work in partnership
- Be respectful
- Listen to the employee's needs and concerns
- Be candid and upfront
- Accommodate the employee where possible

Don't pre-judge, or assume what they are feeling - ask them and take their answer seriously. Listen to what the employee needs, be mindful of their concerns, and take the situation seriously.



In most claims that result in litigation, the initial conversation was the starting point for *blame and resentment*.

— Arrange care

Assess How much pain the employee is in. Whether they need urgent or non-urgent care. Respond to what the employee asks for.

File an incident report and inform those in the workplace that need to know.

Consider the employee's personality when assessing their needs:

Some people don't want to make a fuss about an injury, and will not raise concerns. Be aware of physical or emotional changes in a self-reliant person that can signal that they are not coping and need help.

Anxious people, on the other hand, need extra attention. They need you to stop and

listen, to acknowledge their problem. Reassure anxious employees that you will support them and make sure they get the care they need.

Emergency	Urgent care	Non-urgent care
<ul style="list-style-type: none"> • Call 911. 	<ul style="list-style-type: none"> • Arrange an immediate doctor's visit, or take the employee to the hospital (if it is after hours) 	<ul style="list-style-type: none"> • Do you or the employee need a medical opinion? If so, arrange a doctor's appointment at their convenience.
<ul style="list-style-type: none"> • Contact the employee's family 	<ul style="list-style-type: none"> • Accompany the employee 	<p>Should the employee go home or stay at work?</p>
<ul style="list-style-type: none"> • Accompany the employee to the hospital 	<ul style="list-style-type: none"> • Make sure they get home safely 	<ul style="list-style-type: none"> • Are their alternative duties they could undertake while they aren't 100% fit?
<ul style="list-style-type: none"> • Let co-workers know what is happening 	<ul style="list-style-type: none"> • Provide any insurance information toward payment of the medical bill 	<ul style="list-style-type: none"> • Discuss the options with the employee.
		<ul style="list-style-type: none"> • Listen to what the person needs and be aware that they may not want to be troublesome.

— The next steps



Make the place safe

Address any occupational health and safety issues that the injury has revealed as quickly as possible. Engage co-workers in the safety planning process.

Obtain an accident report from the injured employee as soon as possible and respond to all evident physical causes of any accident.

Follow up with the employee. A simple phone call or a card can make the employee feel cared for. If the employee feels valued they are more likely to return to the workplace as soon as possible. Communicate with co-workers about the issue and address any health and safety concerns. Start exploring what contributed to the problem.

In the next 48 hours:

Assess the complexities of the situation and plan for the return to work. After discussion with the employee take steps toward resolving any workplace issues that contributed to the injury or illness. Arrange to communicate with the employee frequently during their recovery.



What happens during the **first five minutes** after an injury **sets the tone** for everything that follows.

Respond to the employee in a way that shows they are valued, and they are likely to respond in kind.

 **What's next?**

[In the next 48 hours](#)

2 The first 48 hours

Follow up with the employee. A simple phone call or a card can make the employee feel cared for. If the employee feels valued they are more likely to return to the workplace as soon as possible. Communicate with co-workers about the issue and address any health and safety concerns. Start exploring what contributed to the problem.

Assess the complexities of the situation and plan for the return to work. After discussion with the employee take steps toward resolving any workplace issues that contributed to the injury or illness. Arrange to communicate with the employee frequently during their recovery.



The first 48 hours

- ✓ Assess the situation
- ✓ Prediction Tools



Stress Claims

Resolution of the issues involved in a stress claim should begin immediately. Once 48 hours has passed the opportunity for early resolution of a stress problem goes down. People become more entrenched in their point of view and disputes escalate.

Communication within the first 48 hours should establish the key issues; develop a plan to deal with them, including a thought through return to work approach. Key managers should be aware of the negative morale, well being and financial impact of a poorly managed stress case. They should be actively involved with resolution of the issues before 48 hours has elapsed.

2.1 Assess the situation



In some instances an employee may not report the injury face to face. Many conditions become worse the following day and are reported at that time.

Encourage reporting, but don't be surprised if you hear about a problem a day or two after it started.

Minor sprains and strains are common and are a normal part of life. If all minor aches were reported, companies would need a full time staff member just to deal with the paperwork.

Within 48 hours the initial conversations with the employee, the doctor and the supervisor have taken place. Identify what further information you need to plan your next steps and move forward. Set up communication channels, plan the approach, and get things happening. As the RTW Coordinator we seek to understand:

1. What is the nature of the injury?

2. Are restrictions necessary?

Note: *work can be an important part of therapy*

- What are the employee's expectations regarding:
 - Duties they can do at work – normal or modified normal duties
 - Return to work date if off work?
 - Restrictions?
 - What is the medical provider's view of restrictions the injury imposes?
 - What is the medical provider's estimate of the recuperation period?

3. What other factors need to be considered?

- Assess the employee's general personality and outlook.
 - What is the quality of the employee's relationship to their job, supervisor and co-workers?

- Have there been recent issues that impact on goodwill?
 - Recent job change
 - Personality conflict
 - Industrial relations issues
 - Other long term cases that may have influenced the employee's perception
 - Home or personal factors

4. Communication

- The extent of communication depends on the complexity of the situation
- Simple case
 - Keep a loop going with the supervisor and employee
 - Ensure there is regular and productive communication
 - Get involved if communication is stalled
- Complex case - Who else needs to be involved?
 - Senior management – a call from a senior manager / company owner to enquire after the person's well being makes a huge difference. The employee feels supported, co-workers understand the importance of the situation and the supervisor listens differently.
 - HR should be involved in cases:
 - Where employee relations are important
 - There have been performance management issues
 - Where other assistance may be needed, such as time off work for other reasons, pay concerns, or other resources are needed, such as an Employee Assistance Program (EAP).
 - Production manager can help identify other duties

**Communicate**

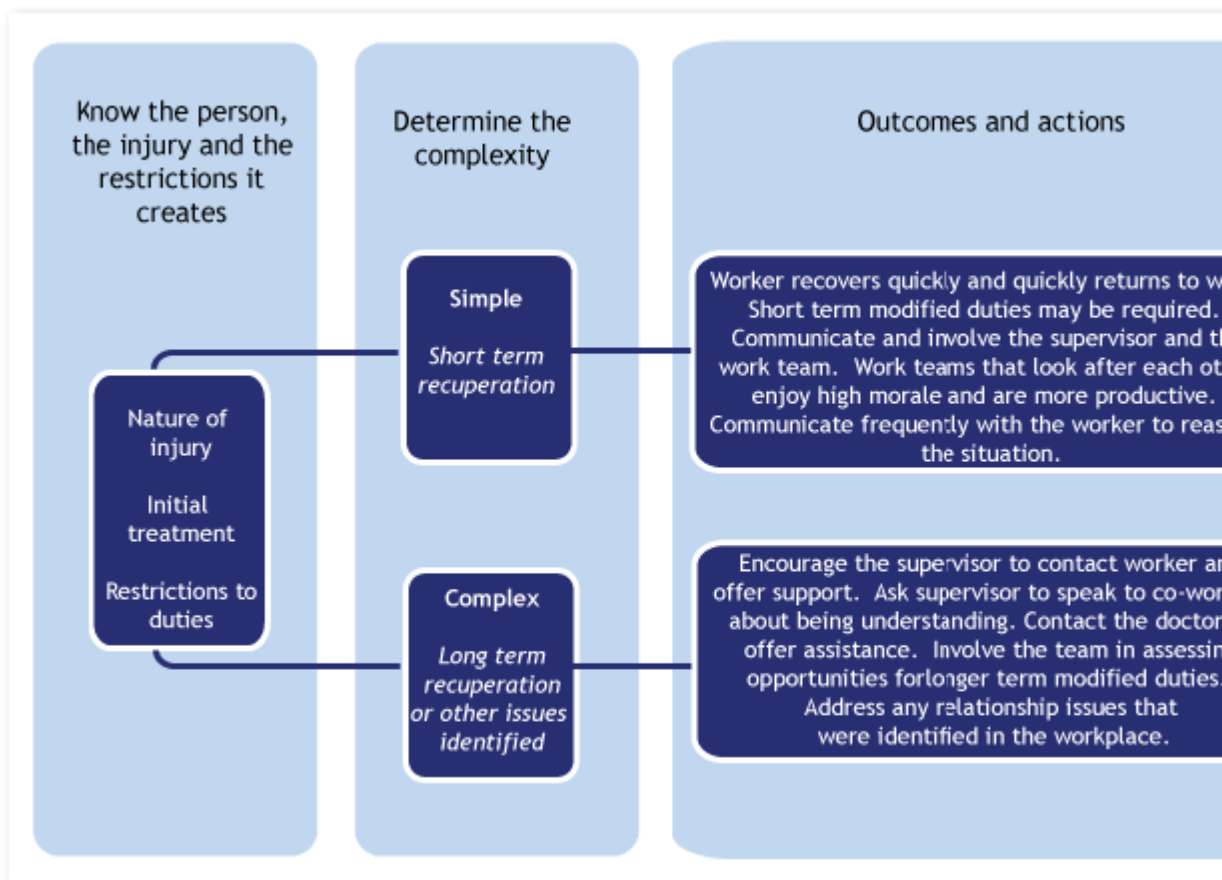
In addition to your personal contact, ensure messages of support are sent to the injured employee. E.g. flowers, or a card signed by management and co-workers. If possible have a senior manager contact the person by telephone.

In conversation, ask questions and use active listening to keep communication channels open. Set a time when you will follow up again. Assure the person that you are there to help when the time is right to discuss returning to work.

5. Duties

- Check with employee whether the duties they are doing are satisfactory. Are they coping, do they have anything else, are they being looked after.

If, for example, the employee has a pre-existing issue with their supervisor, take this into consideration. Dealing with these matters constructively will ensure the employee feels understood and supported. This creates the opportunity to improve the workplace environment that the employee will return to. Know the personality and attitudes of the employee help identify the best way to communicate with them and set boundaries to set to protect the team from a difficult employee.



 **What's next?**
[Prediction Tools](#)

2.2 Prediction tools

There are certain risk factors that can be used to predict whether an absence from work may become long term. The strongest prediction tool is the injured employee's own idea of when they can return to work. If the employee does not feel they can return to work, a proactive management approach will be needed, including help working on their motivation and self confidence. Other factors that can increase time off work include whether the person's mobility is reduced, or if they report job stress. Identify the source of stress. If it is found in the workplace negotiate to reduce the cause. Reducing stress will make the workplace safer for everyone and get injured employees back to work more quickly. *Below is a questionnaire to measure the risk of long term absence.*

Risk Indicator Questionnaire

1. **How long does the worker think they will need off work?**

.....Days,Weeks,Months

2. **Has the worker been treated by a doctor?**

Yes No

3. **Is the mobility limited by their condition?**

Yes No

4. **Does the worker report job stress?**

Yes No

5. **Is the worker frustrated in their job?**

Yes No

6. **Do they have satisfactory relationships with their co-workers?**

Yes No

The more 'Yes' answers, and the longer the absence, the higher the risk of work disability.

 **What's next?**

[Getting medical care](#)

3 Getting medical care

When arranging medical care it is best to err on the side of safety. If there is a question of a fracture or other significant condition arrange an ambulance or hospital attendance.

For sprains and strains seek the employee and first aider's input – do they think a doctor should be seen that day, or wait until the next available appointment.



Getting medical care

- ✓ Getting an appointment / Understanding how a medical practice works
- ✓ Choosing the right place to get care
- ✓ Relationships and your approach
- ✓ Transport issues

3.1 Getting an appointment / Understanding how a medical practice works:

Timing of the appointment

Emergency

- Call 911
- Contact the employee's family
- Accompany the employee to hospital
- Communicate with co-workers

To the doctor that day

- Arrange an immediate doctor's visit or take the employee to hospital (if it is after hours)
- Accompany the employee if necessary

- Make sure they have transport to get home

Non-urgent care

- Does the employee require a medical opinion? If so, arrange a doctor's appointment.
- Discuss whether the employee should go home or stay at work.

Getting medical care can be difficult, many doctors are booked out. Having a relationship with a local clinic helps.

The receptionist or practice manager has influence over the appointment scheduling. Be straight about your needs. A request for an urgent appointment needs to be just that, otherwise the next request for an urgent appointment is not likely to be successful.

If you do not have a relationship with a specific clinic it may be necessary to call a few practices to arrange an appointment.

Clinics that specialize in occupational or industrial medicine are geared to deal with urgent appointments. There are industrial medicine clinics in many regional towns and all capital cities.

Some private hospitals have specialized industrial medicine setups, they are geared to deal with the type of injuries that occur in industry, and their doctors are focused on good levels of care for work related conditions.

If you are going to transport the employee to the hospital, you can call ahead to see how busy they are. A hospital 30 minutes away might save the employee and supervisor six hours of waiting time.

What's next?

[Choosing the right place to get care](#)

3.2 Choosing the right place to get care



Doctors who are focused on RTW get better outcomes, although part of this might be that the patients who choose the company doctor are more interested in return to work

— Choosing the right place to get care:

To get the best care, choose a doctor who understands the issues involved in return to work, one who communicates in a straightforward manner and makes the patient an active part of the recovery process. A doctor who cares about patient outcomes.

Industrial or occupational clinics are focused on managing work injuries. They are also focused on helping get the person back to work. Research has shown doctors who are focused on RTW get better outcomes, although part of this might be that the patients who choose the company doctor are more interested in return to work. Talk to the clinic's practice manager about your needs and theirs. Are the best doctors interested in this area of work? What can you do to support them provide the best care?

— How to get the best care:

- When you find the right clinic build trust with the doctors, work collaboratively and maintain positive communication. Go to the practice and meet the staff. Give them information about your workplace; develop a human 'face' for your organization.
- Make sure the doctor is paid on time and appropriately, including for time spent on phone calls. Let them know you will do this. It will allow them to spend the time required on all the issues and communicate well with the patient and you.
- Doctors are paid less for managing work injuries even though these cases are generally more complex and take longer. Medical costs are a small part of case costs, if you pay well for high levels of service by the doctor the employee is likely to have a better result.
- Support the doctor by clarity in your communication, the key information needed by the workplace is about the person's capacity for work. Be positive and helpful in your approach and you are more likely to get that in return.

Employee choice of provider:

The employee has the right to choose their own doctor. If they want to see their usual doctor, ask if they would like assistance arranging an appointment.

The quality of your communication becomes more important if you do not know the doctor, or the doctor does not know your organization.

 **What's next?**

[Relationships and your approach](#)

3.3 Relationships and your approach

Relationships underpin most of the work doctors do. They develop relationships with their patients, with the specialists they use, with allied health practitioners such as physical therapists, and with other organizations. If the doctor knows how you work and what you can do for their patient they are more likely to work with you. You can let the doctor know about this in many ways:

- Via a letter that accompanies the patient that outlines what you can do
- Via an email or fax sent before the employee is seen
- Via a phone call

The communication should let the doctor know:

- You care about the employee
- You care about the outcome
- Your willingness to assist in best practice care
- That you would like a call or communication from the doctor about the outcome of the consultation

One of the best ways to establish a positive relationship with the doctor is for the employer to have a good relationship with the employee. The doctor's primary relationship is with their patient, so if the patient (employee) is positive about the workplace the doctor will usually "follow suit."

 **What's next?**
[Transport issues](#)

3.4 Transport issues


Care for your employee as you would care for an injured family member.

Transport to and from medical care can be a major issue. People who are unwell or having difficulty moving, struggle to transport themselves. Even if they are off work they should be supported to get to a medical appointment.

People who can assist include:

- Site nurse
- Supervisor
- A family member or a trusted friend

People may also need transport help getting home from medical care, or from the workplace. Assistance with transport sends a strong message to the employee in need. **Months after the injury people remember the company's approach on the first day.**



Care for your employee as you would care for an injured family member

Months after the injury people remember the company's approach on the first day

 **What's next?**
[The first week](#)

4 The first week

In the first week, expand on the issues identified and the plans made. Continue to communicate with everyone involved in the employee's return to work. Work with the employee to assign appropriate duties. If applicable, submit claim forms for the injury at this stage.



The first week

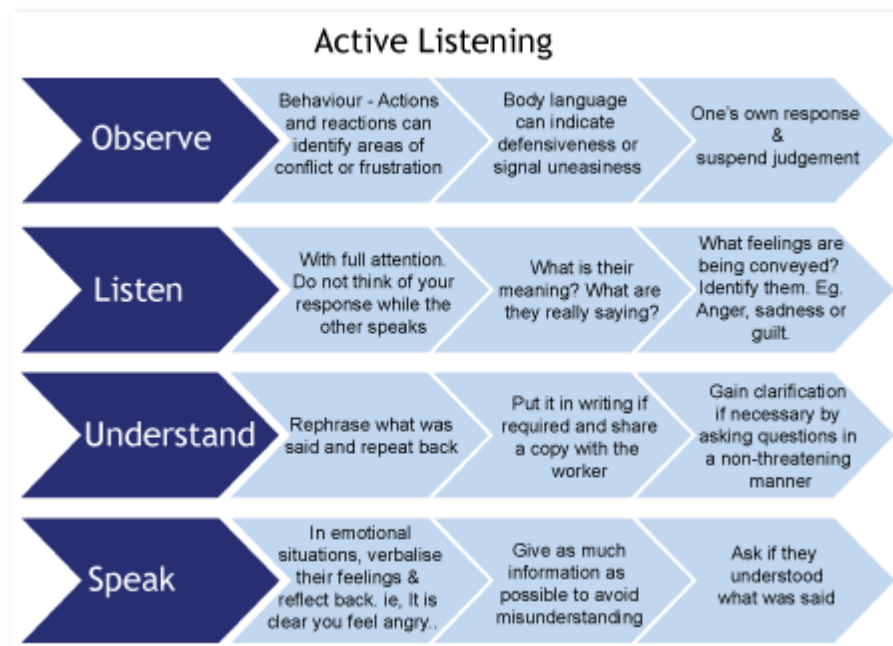
- ✓ Ongoing Communication:
- ✓ Return to work management

4.1 Ongoing Communication:

The Key Elements

- Establish rapport
- Communicate with relevant parties
- Understand the injury and any relevant issues
- Assess health needs
- Ensure best possible treatment
- Set up the conditions for a return to work

Regular communication is vital to effective injury management. Talk to the injured employee, the doctor, supervisors and co-workers. Encourage co-workers to communicate. Use 'Active Listening' techniques to ensure everyone is on the same page, stay in control of the flow of communication:



– Is the employee satisfied with their care?

How is the employee going? Are they satisfied with their treatment, with you, the support offered?

Encourage your employee to take control of their recovery through an active and positive approach to their treatment. Encourage them to ask questions in order to understand their injury and feel comfortable in being upfront and honest about their needs. If the employee is not happy with their medical provider, explain they have the choice of **treater**.

– Are you satisfied with the care your employee is receiving?

Has the doctor explained to the employee that there will be an acceptable level of pain in the recovery process and that fear and avoidance of painful activities could cause more harm? Have the benefits of work as therapy been discussed?

Forms, forms and forms

Incident forms

Must always be used and kept on record. [Download sample incident report in word format](#)

Claim forms

The employee needs to understand it is their decision whether to lodge a claim.

Medical forms

Restrictions listed on medical reports are the first step in negotiating work duties. Restrictions can be discussed and may need clarification with the doctor.

 **What's next?**

[Return to work management](#)

4.2 Return to work management



What happens if a claim is disputed:

The insurer or claims agent may make the decision to assess or dispute the claim. It is important to learn what is involved and how to manage the process so the claim can be thoroughly assessed.

1. The supervisor's role

The supervisor's response to an injured employee is one of the most important influences on the quality and speed of the employee's recovery and return to work. Don't expect supervisors to understand this, or that they know how to deal with return to work. Find out about the supervisor's competencies in this area and support them where necessary, including in understanding the importance of their role:

An effective supervisor:

- *Listens to the employee's issues, concerns and needs*
- *Will already have a relationship with the employee that allows them to discuss return to work*
- *Leads the process by offering useful duties, working with the employee to sort out meaningful tasks*
- *Keeps in touch with the employee, e.g. Calls them at home if off work, checks in on them during the day if at work*
- *Identifies barriers to communication and is able to overcome them*
- *Plans and facilitates the work duties until the condition has settled*
- *Communicates with the employee if things are not progressing satisfactorily*
- *Recognizes differing behavioral needs and expectations of people and is able to deal with these differences*
- *Suggests ways the job can be modified to accommodate the employee's condition, e.g. have the person run a machine, but help out with occasional lifting*
- *Doesn't coddle the employee*

2. Getting all the relevant information

Most information will be to hand by the end of the first week. If there is any doubt check with the employee or other staff yourself. It is easy for situations to be misunderstood and this can lead to long term problems.

For example, the line manager might advise that the person was not doing the type of work reported to cause the condition. Armed with that information insurance claims staff may consider disputing the claim. Checking the facts to ensure accuracy in the first place is vital; an unnecessary dispute is one of the most common ways to get the employee offside. If the facts are wrong, time and energy has been misspent, the employee will feel they are not believed, not trusted. Like begets like.

3. Communicating with all parties

Employee

Set up regular times to catch up with the employee

Let them know who to contact if they have a concern, e.g. supervisor, HR, production manager

Tell them it is important they communicate

Advise them who to call, or speak to if there is a problem; provide back up contact personnel in case the first person is not available

Explain the claims process and offer the relevant forms

Let them know what the company's policy is on work disability

Let them know that their responsibilities regarding return to work are:

- Attend work consistently
- Provide input on duties
- Comply with rehabilitation endeavors
- Be a positive part of the process

Supervisor

Is the supervisor satisfied with the case progress?

Do they need additional support or back up?

Do they have an adequate understanding of:

- The restrictions
- How long the restrictions will be needed

Are co-workers being helpful, is further communication required in that context?

Treater

Keep it simple

Put it in writing if necessary, by fax, email or letter

Be clear about the company's support for the employee

Ask for clarification when needed. Make sure you understand.

Claims manager

Keep them up to date on communication with the employee. Provide all documentation in relation to the claim.

4. Agreeing on duties

A team approach is best, include the employee by asking them what they think they can handle. Keep in mind that it is better for the employee to remain with their usual co-workers if possible. It is best if the employee's duties are a useful contribution to their work team and the workplace. Think outside the box if necessary.

Next:

What happens if a claim is disputed?

5 What's next...

We hope you've found our Injury and Case Management Handbook extract informative and useful.

You may find the full 97 page edition helpful if:

- You struggle to identify high risk cases that can lead to larger and longer claims. Our detailed checklist demonstrates how to determine red flags and take a proactive intervention early on.
- You aren't aware that after 3 weeks off work there is a 30% chance the employee will not return in the same capacity. We'll show you how to improve those chances.
- You'd like a step by step guide on how to dispute a claim properly and avoid escalating claim cost. Which incidentally can add \$10,000 to \$50,0000 if not properly managed.
- You are interested in knowing the barriers to successful return to work so you can remove them from the situation.
- You aren't sure how to draw up effective and responsive RTW plans including deciding on the correct return to work duties.

You can get your [free eBook copy](#) of the full Injury and Case Management Handbook of Successful RTW and access to our other online handbooks such as Workplace Systems Handbook by becoming a member of Return to Work Matters. [Click here](#) to get it now.

What is Return to Work Matters? And what do you get out of being a member?

Return to Work Matters (www.rtwmatters.com) is an online resource of return to work and disability management professionals as well as employers wanting to help injured or ill employees to recover their health and get back to their jobs.

Return to Work Matters is your portal for RTW and includes, RTW discussions, news, case studies, research updates, downloadable tools and an international support network.

Practical information you can use today. All evidence based, all guided by experts in the field.

Not only do you get access to our growing list of step by step handbooks, you also get access to hundreds of articles and resources covering a multitude of [topics](#). You'll also be supported by our weekly newsletter outlining all new content and recent industry news.

[Click here](#) to join today. For more information on how Return to Work Matters can improve your RTW outcomes, please visit www.rtwmatters.com or email maryharris@rtwmatters.com

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