**Injured Worker-Steps to EARLY RETURN TO WORK**

**Early (RTW)**

Have you sustained a work-related injury or illness?
- **Yes**
  - Did you report the injury to your supervisor?
    - **Yes**
      - Is emergency care required?
        - **Yes**
          - Go to Emergency Department or Urgent Care of your choice for initial visit.
        - **No**
          - Complete your section of the Employee Incident Report (accident report) & give the form to your supervisor, to complete their section.
    - **No**
      - All other non-emergent injuries/incidents: strains/abrasions, etc.
      - Inform healthcare provider (HCP) that injury is work related. Sign Labor and Industries (L&I) claim. Tell HCP your employer has light/modified duty available. HCP completes Activity Prescription Form (APF).
      - Complete your section of the Employee Incident Report (accident report) & give the form to your supervisor, to complete their section.

- **No**
  - Exit

Did you report the injury to your supervisor?
- **Yes**
  - You should immediately inform supervisor.
  - Can you complete your shift (work day)?
    - **Yes**
      - First Aid and complete shift.
      - Visit Employee Health, first aid, or seek medical attention if needed.
    - **No**
      - Did you seek medical attention?
        - **Yes**
          - Promptly tell your supervisor. Be sure the HCP is L&I approved.
        - **No**
          - Provide completed Employee Incident Report to supervisor.

Does APF give work restrictions?
- **Yes**
  - Worker off duty.
  - Are you released to work within restrictions?
    - **Yes**
      - Does employer have modified duty for you? APF needs to be updated every two weeks.
    - **No**
      - Talk with your supervisor about modified duty options.

- **No**
  - Release to full duty, return to regular jobs.
  - Schedule next appointment with HCP for follow up.

Does employer have modified duty for you? APF needs to be updated every two weeks.
- **Yes**
  - Report to modified duty.
  - Has healthcare provider released you back to full duty?
    - **Yes**
      - Return to regular job.
    - **No**
      - Continue modified duty. APF needs to be updated every two weeks.
  - Exit

Has healthcare provider released you back to full duty?
- **Yes**
  - Exit
- **No**
  - Exit

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