

Early Return to Work Consultation

Let us Help You...



Limit claim costs and unexpected delays, create a work culture that encourages workers to return to work, and prepare for future claims.



Washington State Department of
Labor & Industries

Early Return to Work Consultations are at No Cost to You!

There are no costs for Early Return to Work services, other than an investment in your time. An initial consultation meeting with an ERTW consultant can be arranged around your schedule.

At your initial consultation, we will:

- Provide an overview of L&I programs and services.
- Assess the depth of services you need or want.
- Develop a plan especially for your business.
- Schedule further assistance.





Early Return to Work Consultation

Labor & Industries' Early Return to Work Consultation (ERTWC) team provides expertise and assistance to employers and workers, even before an on the job injury, by helping remove barriers that prevent injured workers from maintaining employment.

How you benefit?

A successful return-to-work program can help your employees stay engaged while they recover and reduce the risk of re-injury. It can also improve retention, increase morale, and preserve productivity. We can help you create an effective program that may also lower your insurance premium by reducing claim costs. When you help your employees return to work, you may qualify for potential wage, training, and equipment reimbursements through L&I's Stay at Work Program.

How Can We Help You?

We help by offering education, support, tools, and systems to encourage a stable workforce:

- **Create Job Analyses:** Job analyses define the physical requirements of positions and can help expedite future claims.
- **Provide Return to Work Program Guidance:** A crucial part of the early return to work process is clearly communicating to all staff that light-duty work is available.
- **Help Identify Light-Duty Job Tasks:** We can help brainstorm ideas on job alternatives that can assist injured workers return to the workplace.
- **Develop Light-Duty Job Descriptions:** The average length of time injured workers are away from work is shortened by preparing job descriptions prior to injury.
- **Draft Formal Job Offer:** We provide advice on offering light-duty work that follows L&I's guidelines.
- **Prepare for Stay at Work reimbursement:** Employers will learn how to compile and complete all necessary documentation to qualify for Stay at Work reimbursement benefits.
- **Ergonomics Assessments:** Onsite ergonomic assessments can be provided to all workers at no cost.

- **Provide Job Modification Consultations:** Need equipment for the injured worker to return to work? We can help you explore available benefits.
- **Access to Claim Information:** Look up claim information through the Claim and Account Center: <https://secure.Lni.wa.gov/home/>
- **Navigate the L&I System:** Have questions? We have answers.
- **Design Return to Work programs:** We can provide guidance to help you prepare for future claims.



Developing Return to Work Culture

An effective return-to-work culture begins with you: the business owner and top management. A successful return-to-work program streamlines the process to ensure everyone knows their roles and responsibilities. We are here to give you the tools to create a culture in your workplace that encourages workers' early return to work.



Our Services:

- Employer financial incentives education
- Light duty job description creation
- Ergonomic evaluations
- Job modification benefits
- Job analysis preparation
- Return to work program development
- Light duty job offer preparation
- Make referrals to other specialists

L&I's Early Return to Work consultants are located throughout Washington state to assist your business.

To schedule a **NO COST** consultation

- Email: ERTW@Lni.wa.gov
- Call: 360-902-5555

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

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