

## **GUIDELINES: What to do with a Work Status Report**

### **Employee:**

1. Review your Work Status Report with your supervisor after every doctor's visit. (If you can't meet in person, contact your supervisor by phone to discuss.)
2. Complete with your supervisor a Response to Employee's Work Status Report if work restrictions are recommended. Your supervisor will submit the form to your HR Manager
3. Contact your doctor immediately if your condition changes between clinic visits.

### **Supervisor:**

1. Stay in touch with your injured employee to review his/her progress towards recovery and their plan for Return-to-Work (RTW).
2. Review each Work Status Report with your employee after every clinic visit as part of the "interactive discussion process". Collaborate with your HR Rep. as needed/appropriate.
3. Identify any reasonable modified duties that might allow your employee to work safely within his/her work restrictions.
4. Consult with your Manager/Director and your HR Manager to identify possible temporary modified duties or reasonable accommodations. Consult with the OHC medical provider, if needed, to clarify restrictions.
5. Document the interactive discussion process and outcome with your employee, including both department and employee's proposed modified duties or accommodations, if any. Document this on the Response to Employee's Work Status Report. Consult with your HR Manager if needed and submit that form to the HR Manager.
6. Continue to monitor employee progress until discharged from care, and report any change in your employee's work status to your HR Manager.

### **HR Manager:**

1. Review each Work Status Report with the relevant supervisor to confirm the details and to ensure all reasonable options for modified duty are considered.
2. Facilitate the interactive discussion process between the employee and supervisor, including completion and submission of Response to Employee's Work Status Report
3. Alert DLS, OHC, and Vanessa Cordova ([vcordova@stanford.edu](mailto:vcordova@stanford.edu)) in Risk Management of the department's ability or inability to accommodate any medical restrictions and any changes in the employee's work status.
4. If OHC's WSR indicates employee is referred to an outside medical provider, continue to alert DLS, Nicole Vargas and Vanessa Cordova of department's ability or inability to provide modified duty, and any changes in the employee's work status, as in #3 above.

### **Additional Resources/References:**

- Risk Management Workers' Compensation:  
<http://www.stanford.edu/dept/Risk-Management/docs/workcompben.shtml>
- Disability Leave Services:  
<https://www.stanford.edu/dept/dms/hrdata/leave.html>
- Stanford University Occupational Health Center:  
<http://www.stanford.edu/dept/EHS/prod/researchlab/IH/SUOHC/index.html>
- Zurich North America our SU Claims Adjusters: (RM website above gives specific contact information for Zurich's WC Examiners handling Stanford's WC claims)
- Administrative Guide Memos:
  - 7.2.1 Emergency/Accident Procedures
  - 7.6.1 Accident & Incident Reporting
  - 2.3.5 Disability & Family Leaves