



STAY AT WORK/RETURN TO WORK (SAW/RTW) Insurer's Policy Statement

The Montana Association of Counties Workers' Compensation Trust believes that the best approach to controlling incidents and cost is to prevent injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone.

The Montana Association of Counties Workers' Compensation Trust has developed a plan and process designed to help injured employees receive prompt medical attention and recovery assistance. The plan is called the Stay at Work/Return to Work (SAW/RTW) injury management plan. It includes a team effort involving the injured worker, the treating health provider, insurance provider and internal county management.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. A form should be sent for completion by the treating provider with the injured employee to help diagnose the injury and provide a treatment plan. In those cases where the provider does not complete the form, a letter should be sent that will be used to inform the provider of the county's intent to provide temporary transitional duty work for a recovering employee. Counties will make an effort to provide a temporary modified transitional work position until the employee is able to resume normal duties. All modified work assignments are temporary and intended to facilitate a return to regular work duties as soon as it is medically feasible. These positions may be offered at any location or department/shift at any insured workplace location.

Failure to report for work at any of the designated times or places may affect time loss compensation. This policy is not intended as a guarantee of continuity of benefits or rights.

Your employees are your greatest asset and we all must be committed to providing prompt, high-quality medical care and returning injured workers to full gainful employment as soon as medically feasible. Studies show that SAW/RTW programs help speed the recovery process through maintaining job skills and reducing the impact of work-related injuries on the injured worker's family and income. The Montana Association of Counties Workers' Compensation Trust believes that these programs aid in retaining productive people and minimizes costs. The

workers will be better able to return sooner and avoid long term disabilities affecting their careers.

For the Return to Work program to be successful, everyone must understand their responsibilities and will need to fully support the Program.

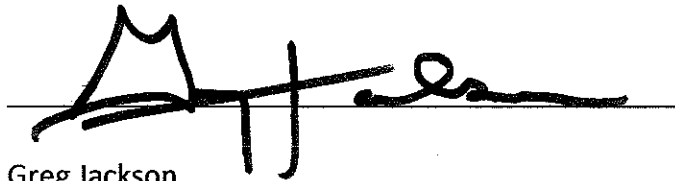
Supervisor Responsibilities:

- Arrange for first aid and prompt medical attention for injured employees.
- Investigate on-the-job incidents and complete and file necessary reports and determine corrective action.
- Help the treating health care professional and employee with determining work availability and/or modification needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying appropriate jobs and tasks.
- Regularly monitor the progress of injured employees during recovery period.

Employee Responsibilities:

- Report all injuries, illnesses and incidents immediately to your supervisor.
- Complete First Injury Report by the end of the shift on which the injury occurred.
- Cooperate with insurance claims staff, rehabilitation or specialist and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Maintain contact with your supervisor regarding process toward full recovery.
- Upon returning to work, provide your supervisor with your medical provider's medical release and any information regarding medical restrictions.
- Comply with work restrictions during your recovery process.
- Meet periodically with your RTW Supervisor to discuss your work and any challenges.

The Montana Association of Counties Workers' Compensation Trust supports the primary objective of this program; to assure effective medical care for any injured employee and to assist with their prompt return to productive work as soon as medically feasible.



Greg Jackson
JPIA/JPA Trust Administrator
Montana Association of Counties