Essential Job Functions – EF5 PROCESS

INJURED EMPLOYEE ON TEMPORARY MODIFIED WORK FOR 45 DAYS

Agency/Department Liaison must review the generic EF5 and make changes based on the injured employee's specific job description.

Agency/Department Liaison must meet, review and obtain signature from the injured employee and supervisor.

INJURED EMPLOYEE OFF WORK FOR 45 DAYS OR SUSTAINED/SUFFERS A SERIOUS ILLNESS OR INJURY

Agency/Department Liaison must review the generic EF5 and make changes based on the injured employee's specific job description. The Agency/Department Liaison should request employee come in the office to review the EF5 and obtain signature from the injured employee and supervisor. If unable to meet with injured employee, you may request TPA's assistance so outside vendor can be utilized or mail to employee or applicant attorney.

Agency/Department Liaison should forward employee signed EF5 to the County's TPA as soon as possible but before 60 days.

Upon receipt of the completed EF5, TPA must forward to medical providers with COA cover letter requesting review and completion. A copy of all letters to doctors requesting EF5 completion must be sent to Agency/Dept Liaison. TPA will continue to follow up until EF5 is completed by the medical provider. If no response, TPA has the option to utilize outside RTW vendors or defense attorneys for assistance.

DEPARTMENT/TPA SHOULD NOT WAIT UNTIL CONDITION IS DEEMED P&S OR MMI TO SEND OR OBTAIN EF5

Once completed EF5 is received from the medical provider, TPA must send a copy to Agency/Department Liaison and to Risk Management Unit with proper RTW and DWC notices, if applicable.

(P&S) PERMANENT AND STATIONARY – (MMI) MAXIMUM MEDICAL IMPROVEMENT WITH PERMANENT RESTRICTIONS

If TPA obtains medical report indicating Permanent Restrictions, the permanent modified/alternate job letter will be sent to the Agency/Department Liaison, copy to RMU with the P & S medical report. If completed, the EF5 must be attached to the Mod/Alt letter. If not available, TPA must note in the letter "EF5 PENDING" and continue to follow up with medical provider.

If a P&S report is not accompanied by a completed EF5 from the evaluating doctor, after 3 requests by TPA & attempts by RTW vendor to obtain the doctor's completion of EF5, TPA will set medical provider's deposition. Max of 30 days is allowed to get this completed after receipt of the P & S report.