

Memo



**Comfort
Keepers.**

Each Office Independently Owned and Operated

To:

From:

Date:

Subject: Post Injury Expectations

We are sorry to learn that you've been injured on the job. This memo is to lay out our expectations so as to avoid any confusion as to the Comfort Keepers process.

1. Report the injury to your supervisor.
2. Complete a Caregiver incident report (IR002 Caregiver Incident Report). This form can be found on www.ck181employees.com in the Library/Forms section.
3. If medical treatment is necessary, obtain the BWC MEDCO-14 form from your medical provider and submit to the office.
4. Comfort Keepers will accommodate any reasonable restrictions provided by your medical provider. It is your responsibility to obtain the written restrictions and/or work capabilities and submit the medical documentation to the office.
5. If your physician does not release you to return to work, it is your responsibility to report to the office to sign the necessary BWC documentation.
6. You are expected to follow your physician's advice and attend all appointments (physician office visits, physical therapy, etc.). We expect you to provide updated medical documentation to the office as updates occur.
7. You are expected to obtain a written statement that you can return to work and report to work immediately thereafter.