

Checklist for timely initial statutory rehabilitation services

- 1. **For referrals:** Obtain from the insurer a copy of the First Report of Injury form, Disability Status Report form, treating doctor's Report of Work Ability form, exam notes and employee's job description. Don't call the employee's doctor's office or health care provider without a signed medical release.
- 2. Meet with the employee in-person (or do this by phone if the employee lives more than 50 miles from the qualified rehabilitation consultant's (QRC's) location) within 15 days of the request for rehabilitation consultation.
- 3. Explain and sign the Rehabilitation Rights and Responsibilities form, including any referral arrangements, at the first meeting. Only two of the three boxes should be checked. If the employee does not want to sign the form, write "Employee declined to sign" on the employee signature line.
- 4. Disclose, in writing, any ownership interest, affiliation or business referral arrangement at the first meeting with the employee.
- 5. Explain and have the employee sign the HIPAA-compliant medical release of information form(s) at the first meeting with the employee. Do this before contact with the health care provider.
- 6. Contact the employer regarding return-to-work options before or soon after the first meeting with the employee. Do this even if the employee was recently terminated.
- 7. Contact the insurer to review background information and tentative rehabilitation plan soon after the first meeting with the employer. Also, see if the insurer has any preferences.
- 8. Complete and forward the Rehabilitation Consultation Report form, rehabilitation consultation narrative report (explaining the basis of the determination) and the Rehabilitation Rights and Responsibilities of the Injured Worker form to the Department of Labor and Industry (DLI) and the parties within 14 days of the first meeting with the employee.

Note: The Rehabilitation Consultation Report form, rehabilitation consultation narrative report and the Rehabilitation Rights and Responsibilities of the Injured Worker form must be *received* at DLI by the 14th day. If you are at the 14th day, we recommend you fax the information or use the online rehabilitation submission system at <https://secure.doli.state.mn.us/wc/Login.aspx> to get your forms in on time. Mailing them may cause them to be received late.

- 9. Complete the R-2 Rehabilitation Plan form and initial the evaluation narrative report right away if you determine the employee is a qualified employee. Then forward the R-2 Rehabilitation Plan form with the narrative report to the parties for their review, signature and return. The R-2 Rehabilitation Plan form and initial evaluation report must be filed with DLI within 45 days of the first meeting with the employee.

Note: The initial evaluation report must cover eight points of information, including the employee's medical status, vocational history, educational history, social history, relevant economic factors, transferrable skills, employment barriers and plan recommendations. It is suggested that each area be set up as its own category within the report.

- 10. Recommendation: Set a reminder to file the R-2 Rehabilitation Plan form and narrative report with DLI after allowing the parties (employer and insurer) 15 days to review them.
- 11. Send the R-2 Rehabilitation Plan form and initial evaluation report to DLI with the signatures of all parties who have signed and a copy of the cover letter of your attempt to obtain the signatures of any party that has not signed, within 15 days of circulating the R-2 Rehabilitation Plan form to all parties.
- 12. Recommendation: Set a reminder for when to prepare and distribute an R-3 Rehabilitation Plan Amendment form just before the projected completion date specified on the R-2 Rehabilitation Plan form. List the R-3 Rehabilitation Plan Amendment form completion date on your monthly progress reports as a constant reminder for when the next R-3 Rehabilitation Plan Amendment form must be filed.
- 13. Recommendation: Set a reminder for six months after the filing of the R-2 Rehabilitation Plan form to complete and file a Plan Progress Report form *or* coordinate the timing with the R-3 Rehabilitation Plan Amendment form mentioned above, being sure to complete the Plan Progress Report form section of the R-3 Rehabilitation Plan Amendment form.

Note: For the Plan Progress Report form, if you determine barriers exist to the successful completion of the plan, **list the barriers on a separate sheet of paper** with the **measures to be taken** to overcome them.