

10 step process for a return to
work with a WC-240

M
C McCONNAUGHAY · COONROD
POPE · WEAVER · STERN P.A.

Step 1

- ATP releases the claimant to return to work with restrictions.

Step 2

- Make sure that the employer will offer the claimant work within those restrictions.

Step 3

- Have the employer complete and return a WC-240a form or send a detailed job description.

Step 4

- Send the completed WC-240a or job description *simultaneously* to the ATP, the claimant, and claimant's attorney.

Step 5

- Make sure the APT completes the WC-240a or approves the job description *within 60 days* of the claimant's last office visit.

Step 6

- Get the approved WC-240a or job description and obtain the return to work details from the employer.

Step 7

- Give the claimant at least 10 days notice before he/she must return to work.

Step 8

- Send the WC-240 form, along with the approved job description, to the claimant and claimant's attorney.

Step 9

- If the claimant fails to (a) report to work OR (b) remain at work for at least 8 hours, or one full workday, whichever is greater, you may suspend TTD benefits. Be sure to file the WC-2 and WC-240 with the Board.

Step 10

- If the claimant fails to continue working for at least 15 workdays, you must REINSTATE benefits IMMEDIATELY. Failure to do so results in waiver of the “suitable employment” defense.

Tips for a successful RTW

- Be specific on the job description and make sure that it matches the actual duties of the job
- If benefits reinstated, have the claimant follow up with ATP to confirm restrictions and approval of job
- File a WC-14 regarding the suitability of the light duty work

