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Ergonomic Worksite Analysis Request Form - Adjuster

Date of Request:
 Site Visit:

Referral Instructions (See services on page 2)

To refer an employee for an Ergonomic Worksite Analysis, please complete this form entirely and return it, along with a copy of any relevant medical certifications or recent medical reports pertaining to the open workers' compensation claim or non-occupational medical condition as appropriate. We will contact you once we receive your referral and set up a site visit date with the employee and supervisor. Once our ergonomic analysis is complete, we will forward the report to all individuals checked on this form. Our reports typically take 7-10 work days unless you request it sooner. For questions or additional support, please call us at: **831-648-8724 or 831-594-8842**; email us at alisonh@worksiteinternational.com or visit www.worksiteinternational.com or **Recent Medical Reports**

Select	Medical Only WC (Level II)	Job Analysis/Physical Demands
Evaluation	Non-Occupational Medical	Indemnity WC (Lost time/Complex; Level III)
Type	Match Job Function to Ability	ADA Reasonable Accommodation (Interactive Process)
		Follow up visit (prior eval)

- Click on title to see services description -

Employee Information:

Employee Name:		Send Report:
WC Claim Number:	Date of Injury:	
Work Address:	Diagnosis:	
E-Mail Address:	City/State/Zip:	
Job Title:	Phone No:	
Attorney: Yes No	Company/Department:	

Employer Information:

	Address same as employee:	Send invoice:	Send Report:
Supervisor Name:	Address:		
Company Name:	Email:		
Phone:	Fax:		

Adjuster Information:

Adjuster Name:	Address:	Send report:
Company:	City:	Send invoice:
Email:	State:	Zip:
	Phone:	Fax:
Additional Information:		

Physician Information:

Physician Name:	City:	Send report:
Address:	State:	ZIP:
Email:	Phone:	Fax:



<p>Preventive Ergonomic Worksite Analysis (EWA) (Early Symptoms; Level I or Quick Sweep) Our Preventive ergonomic evaluations are designed for employees with no symptoms, low or moderate discomfort but have <i>no diagnosed medical condition or workers' compensation claim</i>. The service provides the basics of an ergonomic eval in the office, lab or material handling environment. It includes a brief interview with the employee to identify primary work tasks performed routinely; critical anthropometric measures relative to the employee and their workstation; review of ergonomic risk factors; education, training and quick fixes to maximize equipment placement and use to address any ergonomic risk factors. A brief report of findings and specific recommendations are provided. Onsite time: 30-40 minutes per area evaluated</p> <p align="right">Back to top</p>	<p>Job Analysis/Physical Demands Our Job Analysis is an investigative tool that involves interviewing and observing an individual (injured worker) and/or co-workers actually perform the job. We document the essential functions, evaluate to what extent and how the work is done focusing on time and effort required. We assess the physical, sensory and cognitive/mental demands of the job, tools and materials handled in the environment performed. We document objectively using time allocation units and force/repetition requirements so that the employer, physician and insurer can determine whether the employee is fit to return to work or requires accommodation. This document assists with creating appropriate modified duty and transitioning the injured worker back to full duty. Onsite time: 2-3 hours per job analysis</p>
<p>Medical Only WC (Level II) Ergonomic Worksite Analysis for Stay at Work Our Medical Only (MO) WC ergonomic worksite analysis is designed to <i>keep injured workers at work</i> by identifying the root cause or biomechanical actions contributing to their (musculoskeletal) discomfort/injury. We analyze the typical work routine and instruct the employee in safe work practices, self-care and stretching. Quick fixes and discussion of alternative ways of working and tool use is provided. A thorough report of all findings, actions taken and recommendations including appropriate ergonomic products, facility actions, IT changes and administrative actions are provided. The physician reviews and concurs with this report to make it prescriptive for implementation by the insurer and employer. Onsite time: 60-90 minutes</p> <p align="right">Back to top</p>	<p>Indemnity WC (Lost time/Complex; Level III) Ergonomic Worksite Analysis for Return to Work Our Indemnity WC ergonomic analysis is appropriate for complex, lost time claims <i>where the injured worker has undergone surgery and/or has been out of work for an extended period of time due to the injury</i>. A Functional Limitations Report conducted with the injured employee provides details on the tasks and activities they feel they can/cannot do relative to their injury status. It is used in conjunction with a detailed analysis of the ergonomics and functional issues required of the job. The foundations described in the MO EWA are utilized including recommendations to facilitate a successful RTW plan. This report assists the physician, employer and insurer in determining appropriate modified and transitional work for a successful outcome. Physician concurs with findings to make recommendations part of the treatment plan. Requires employee be released to RTW for assessment. Onsite time: 1.5-2 hours</p>
<p>Non-occupational Medical Ergonomic Worksite Analysis WI's Non-Occupational Medical EWA service can be prescribed by an employee's physician or requested directly by the employer to assist with accommodating an individual with a diagnosed medical condition (no workers' compensation claim). We utilize the same features found in the Preventive EWA but offer more detail specific to minimizing aggravation of the medical condition while supporting the employee in achieving the essential functions with reasonable accommodations. This evaluation is a preventive approach to FEHA/ADA and FMLA needs where there are no legal or performance factors involved. Onsite time: Approximately 2 hours</p> <p align="right">Back to top</p>	<p>ADA Reasonable Accommodation (RA) Assessment (Interactive Process) Our ADA RA Assessment is fully compliant with FEHA/ADA and the EEOC's criteria in performing the interactive process with your employee when a reasonable accommodation is needed. Whether it is for a permanent workers' compensation injury or other medical condition or disability, this service is the best option to identify the most appropriate reasonable accommodations for a successful RTW. We work with all parties involved in the case to identify the solutions that support accommodation. We utilize our functional limitations report, ergonomic analysis, job analysis and functional job matching assessment tools to create the ADA RA Assessment report. Our legally defensible process minimizes litigation and costs for the employer while assuring a successful outcome. Onsite time: 2-3 hours</p>
<p>Match Job Function to Ability This onsite function- matching service combines ergonomic analysis, job analysis and physical demands with onsite testing of an employee's abilities and limitations to match them to their current job's essential functions. Various tasks from the job that require exertion are objectively tested to determine whether employee passes or the task needs modification. Our analysis and report takes the guess work out of whether the employee can perform the task with or without an accommodation for the purpose of RTW, modified or otherwise. Physician must release employee to RTW for this analysis and onsite testing. Onsite time: Approximately 4 hours; 2 visits recommended</p>	<p>Follow Up Visit (to prior eval) Our Follow Up visit assures the employer, employee, physician and insurer that the initial evaluation (preventive, MO (WC), Indemnity (WC) or other assessment was implemented to the extent feasible to achieve the expected outcomes. We review the recommendations to validate implementation, assure correct set up of all tools and educate the employee on proper use of new products provided to support SAW/RTW. We provide a report of findings and any additional recommendations to support closure of the case. Onsite time: 1-2 hours</p>