

When an employee reports a work related injury,

The supervisor will complete the following:

1. Obtain QuikCare Passport Kit with forms and instructions for both employee and supervisor.
2. Supervisor complete employers report.
3. If the employee is required to seek medical attention the supervisor will have the employee complete the QuikCare Medical Release Form.
4. Provide the employee with a copy of the QuikCare Medical Release and retain a copy for your records.
5. Supervisor gives the Return to Work Plan, Modified Duties Inventory to the employee along with a doctor letter.
6. The supervisor will instruct the employee to return the completed Return to Work Plan and Modified Duties Inventory immediately following their medical visit.
7. The Supervisor will complete the Supervisor's Check List with the employee.
8. Upon receiving the completed Return to Work Plan and Modified Duties Inventory, the worker will be offered specific temporary modified work in accordance with their limitations outlined or the duties approved by the physician on the modified duties inventory.
9. The supervisor will have the worker sign an Acknowledgment of Modified Duties form, which provides details of the specific duties that were discussed and agreed. A copy will be faxed to TeksMed.
10. Fax the Acknowledgment of Modified Duties form, Medical Release, Return to Work plan Form and Modified Duties Inventory to TeksMed. Once the documents have been faxed please either email our team at [claims@TeksMed.com](mailto:claims@TeksMed.com) or give us a call toll free at the number below.
11. Once all documents have been received by TeksMed, an Injury Management Plan will be completed and sent to the supervisor.

Phone 1-877-850-1021  
Fax 1-877-504-1777

### *Health Care Injury*

is an injury that requires medical treatment from a health professional but does not require any lost time from work beyond the date of injury.

### *Lost Time Injury*

is an injury that does result in the employee losing time from work beyond the date of injury.

Dear Attending Practitioner,

Our program Quikcare, is tailored to the capabilities of the individual. This program allows for a safe and gradual return to work while the individual is recovering on the job. Please fill out the following forms with your patient. This will enable us to create appropriate work for the individual.

We have enclosed the following forms.

- Return to Work Plan
- Modified Duties Inventory
- A signed Medical Release in the workers possession

As a rule, Phoenix Glass Inc is able to accommodate modified duties based on the following restrictions:

- Restricted Lifting
- Limited bending/Twisting
- Limited use of either arm
- Alternating between sitting, standing and walking
- Limited crouching, squatting, kneeling

Please complete and fax the Return to Work Plan and Medical Release to us, along with your invoice to 1 877 504 1777. Please also provide your patient with a copy of the Return to Work Plan.

We provide a sliding payment scale for the completion and return of the documents to provide an incentive for a prompt response. If you are not familiar with the QuikCare program and would like details of our payment scales please contact our office directly at 1 877 850 1021.

We will do everything possible to ensure a safe return to work for your patient.

Yours Truly,

TeksMed – Quikcare Staff

Patient Name:					Date of Birth:				
Area(s) of Injury:					Visit Date:				
Employer Name: <p style="text-align: center;">Phoenix Glass Inc</p>									
Description of Injury:									
Is the patient capable of returning to work immediately without restrictions?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please complete the following; <i>(please check where appropriate)</i>									
Functional Ability During Patients Work Day	Driving	Standing	Sitting	Walking	Bending	Crouching	Climbing	Kneeling	Twisting
No Ability									
Rarely (less than 5%)									
Occasionally (5%-33%)									
Frequently (34%-66%)									
Full Abilities (More than 66%)									
Lifting - Floor to Waist	LBS	Treatment (Required)							
Lifting - Waist to Shoulder	LBS	Physio	MRI	CT Scan	X-Ray	Consult	Other		
Lifting - Overhead	LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Push/Pull	LBS	Patient has the ability to:					Limited Use		
Reaching	LBS	Write	Type	Squeeze	Twist	Sort	Grip	Left Hand	Right Hand
Carrying	LBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A) Based on your review of the patient's limitations listed above and of the light duties, if provided, are they ready to commence Sedentary, Light, Medium or Heavy Duties									
B) Are there any underlying or pre-existing conditions that may be prolonging his/her recovery or contributing to their discomfort?									
C) Do you anticipate these restrictions to be permanent or temporary?									
Estimated Duration of Limitations					Next Re-evaluation				
Please provide a list of medications (if applicable)									
Will medications prevent patient from driving?    Yes <input type="checkbox"/> No <input type="checkbox"/>					Will medications impair safe work performance?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
Comments: (should the patient not be fit to return to work on light duties, please explain why and what is preventing them)									
Provider's Name (please print)			Provider's Signature				Date Completed		

Phoenix Glass Inc has the following modified duties available to commence immediately. Please review with your patient and indicate which duties are appropriate given their current limitations.

SHOP - Light duties

- Vinyling pressure plate
- Vinyling windows
- Taping windows
- Work on milling machine
- Help the shipping department; putting supplies together for jobsite (screws, caulking).
- "No lifting" will be strictly enforced where it affects your shoulders.

SITE – light duties

- Caulking
- Vinyling
- Installation of light weight flashings
- Installation of pressure plates and cover caps to curtainwall glazing system. This involves screwing lightweight aluminum pressure plate every six inches. Work will be done from a boom lift or Swingstage, not a ladder or scaffold.
- Install / adjust locksets to doors. This involves very light lifting and use of a hand held screwdriver.
- Remove sealants around perimeter of the interior and exterior window frames with a flat blade razor and / or olfa knife.
- General clean up duties around jobsite

Injured worker will not be asked to attempt any duties that would stop progress on his/her recovery. We require that employee take several breaks throughout the day and insure that tasks are preformed safely. If the task is too strenuous for employee, we find suitable substitution. All duties listed above have an immediate start date. Jobs for light duty should not be limited to just this list. We are able to meet all doctor and board requirements.

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Physician Signature

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Date