

There are many people involved in the Workers' Compensation and Return-to-Work process. It can be confusing to know who to call with your questions!

Noted below are the resources you have available to you for a smooth Return-to-Work process.

For questions regarding your medical or disability status, contact:

**TREATING PHYSICIAN**

For questions regarding your Return-to-Work status or work assignment, contact:

**DISTRICT CLAIMS CONTACT**

For questions regarding your medical payments or other workers' compensation questions, contact:

**NBSIA CLAIMS EXAMINER**

For questions regarding the Return-to-Work process, contact:

**NBSIA RETURN-TO-WORK  
COORDINATOR  
CHRISTINE TROCKEY  
(707) 399-4215**

You can contact NBSIA directly at  
(707) 428-0824

**North Bay Schools  
Insurance Authority**



**North Bay Schools Insurance Authority**  
380A Chadbourne Road, Fairfield, CA 94534  
Phone: 707.428.1830  
Fax: 707.428.1848  
[www.nbsia.org](http://www.nbsia.org)

# North Bay Schools Insurance Authority



**Return-to-Work  
Process for Injured  
Employees**

# RETURN-TO-WORK PROCESS FOR INJURED EMPLOYEES



**After a work-related injury occurs and you are in need of medical treatment, you will go to a designated medical facility.**

You will receive a **Work Status Slip** from the Physician at each appointment.

- Immediately give the **Work Status Slip** to your District Claims Contact.

The **Work Status Slip** will state that you are either:

- **Released to Full Duty**
- **Released with Work Restrictions or Limitations for a Temporary Period of Time**
- **Not Released to Work**

**If Released to Full Duty:**

- Return to your regular job duties.

**If Released with Work Restrictions or Limitations:**

Your District Claims Contact will work with your Site Supervisor and NBSIA's Return-to-Work Coordinator to determine:

- Whether to temporarily modify your regular job duties (**Modified Work Assignment**) or
- Place you temporarily in a **Bridge Assignment**, based on the medical restrictions from the Physician.

If your regular Site is unable to temporarily accommodate you in either the **Modified Work Assignment** or a **Bridge Assignment**, your District Claims Contact will determine if another School Site can accommodate you in a temporary work assignment.

- A Pre-Established **Bridge Assignment** may be provided during this determination process.
- If a **Bridge Assignment** has been designated, the District Claims Contact and NBSIA's Return-to-Work Coordinator will review the work assignment with you and the Site Supervisor will conduct orientation prior to your beginning the temporary work assignment.
- You will continue to go to your scheduled physician appointments, obtain a new **Work Status Slip** at each visit, and provide it to your District Claims Contact; this process continues until **Full Duty Release** by the Physician or your District can no longer provide you with a temporary work assignment.
- If you choose not to accept the temporary work assignment provided by your District, your **Sick Leave Benefits** may be used to cover your absence.

- If at any time you are unable to report to work during your temporary work assignment, call the District Claims Contact.
- If you do not feel you are medically able to perform the temporary work assignment (which is based on your Physician's evaluation), you must notify your District Claims Contact immediately and make arrangements to be re-evaluated by your treating physician.
- If the District is unable to provide you with a temporary work assignment, you will receive **Temporary Total Disability** benefits through Workers' Compensation while you are temporarily medically unable to work and remain off work due to your work related injury.

