

Formal Modified Duty Process

Rule 6 – Modification, Termination or Suspension of Temporary Disability Benefits Process

To comply with Rule 6 ((6-1) (A) (4)), complete the following steps:

STEP ONE: On company letterhead, write the Task Letter. These tasks must be approved by the designated medical provider.

STEP TWO: A copy of **the Task Letter** must be delivered to all parties — physician, injured worker and the injured worker's attorney (if applicable) — in the same manner and on the same day.

Note: The Task Letter must be approved, signed and dated by a licensed treating physician. The licensed physician must cosign signatures from a physician's assistant or nurse practitioner.

STEP THREE: Once the physician approves the Task Letter, on company letterhead, write the **Formal Job Offer Letter**. You can choose to either hand-deliver or mail the Task Letter and Formal Job Offer Letter. Once you've decided on a delivery method, follow the steps below:

Hand-Delivered Letters:

Type up the Formal Job Offer Letter

- Letter should be written on company letterhead
- Be sure the letter is filled out completely
- The letter must be signed, dated and delivered at least 3 business days before the injured worker's start date

Make copies of the Task Letter and Job Offer Letter

- Be sure the task letter include the physician's signature and date
- Double check that you have signed the job offer letter

Hand Deliver Copies of the Two Letters

- Hand deliver it to the injured worker
- If the injured worker is represented by an attorney, you must deliver a copy of the job offer letter and approved task letter to the attorney's office on the same day you delivered it to your injured worker

Recordkeeping

- Keep a copy of each letter for your files
- Be sure to fax or e-mail a copy of each letter to your return-to-work specialist

Mailed Letters:

Type up the Formal Job Offer Letter

- Letter should be written on company letterhead
- Be sure the letter is filled out completely
- The letter must be signed, dated and mailed at least 7 business days before the injured worker's start date (if the injured worker lives out of state, it must be mailed 10 business days before start date)

Make copies of the Task Letter and Job Offer Letter

- Be sure the task letter includes the physician's signature and date
- Double check that you have signed the job offer letter

Mail Deliver Copies of the Two Letters

- Using both certified and regular mail, send a copy of the approved task letter and job offer to the injured worker
- If the injured worker is represented by an attorney, send copies of both letters using certified mail

Recordkeeping

- Keep a copy of each letter for your files
- Be sure to fax or e-mail one copy of each letter to your return-to-work specialist
- Include a copy of the receipt for purchase of the certified letter and the green return receipt card

Sample Task Letter and Job Offer Letter can be found on Pinnacol Online.