



Returning to Work Through CSC HOHS Informational Guide

When returning to work after an absence for medical reasons, your employer might require you to be seen at CSC Hanford Occupational Health Services (CSC HOHS) and obtain a return to work clearance. Since the CSC HOHS provider may not be familiar with the status of your medical condition, medical information from your treating physician may be necessary so that CSC HOHS can most effectively provide a clearance for your return to work. The following parameters apply.

When do I need* to check in at CSC HOHS prior to returning to work?

**Requirements vary by contractor. We recommend that you contact your Human Resources department to determine which requirements apply to you, but generally,*

You must check in at CSC HOHS prior to returning to work if any of the following conditions apply:

- you see your personal or treating physician following a job-related injury or illness
- you were off work for five or more consecutive workdays due to injury or illness
- you were hospitalized or seen in an emergency room
- you had any condition, procedure, or treatment that may negatively affect your ability to perform work in a safe and reliable manner
- you were transported by ambulance from an CSC HOHS facility or from the Hanford Site
- your manager requires it
- your company HR policies require it

For situations not requiring Behavioral Health Services (see below), call 373-9258 or 376-6251 to schedule a return-to-work evaluation or report directly to CSC HOHS. Please contact your human resources department prior to arrival at CSC HOHS to determine if your company return-to-work policies require you to report to our 1979 Snyder clinic.

When do I need a physician's note?

It is generally the employee's responsibility to provide medical information from their treating physician and it is recommended that this be obtained prior to a return to work visit at CSC HOHS. Your physician's note should include an opinion of your work capability and is required in the following situations:

- following surgery
- following hospitalization
- following an ambulance transport from an CSC HOHS clinic or the Hanford Site
- if you have been treated for an infection or communicable illness
- if you have been absent for 5 or more days
- if you are returning from short-term or long-term disability
- if you have been treated for an occupational injury or illness
- if you are returning from a Workers' Compensation disability

When do I need to be seen by Behavioral Health Services (BHS) before returning to work?

If you have been off work for 5 or more consecutive workdays due to a head injury (if in conjunction with severe head trauma, loss of consciousness, concussion, memory problems, and/or any other symptoms of possible brain trauma, such as nausea or headache, for more than a day or two), psychological issues (depression, stress, PTSD, etc.), substance abuse issues or detoxification, or an illness or injury affecting cognitive functioning (e.g. stroke), or if you have been an inpatient at a treatment facility for drug, alcohol, or psychological issues, or if a CSC HOHS medical professional determines there is a need for a BHS referral (e.g., off fewer than 5 days but dealing with issues that might benefit from BHS assistance), you will first need to contact the CSC HOHS BHS department to begin the return-to-work process.

- Make an appointment with BHS (376-4418).
- Bring with you to the appointment your discharge papers or a physician's note approving your return to work.
- Proceed to CSC HOHS Occupational Primary Care to finish the return-to-work process when you have completed your BHS evaluation