



Texas Department of Insurance Division of Workers' Compensation

Injured Employee Checklist

Medical evidence shows that staying active and continuing to work while you are recovering from an injury or illness, or returning to work as soon as possible can help you heal faster. Use this checklist to open the lines of communication about your ability to return to work.

Your doctor and you

- Give your doctor all your workers' compensation information, including:
 - The name of your workers' compensation insurance carrier and its claim number
 - Your DWC claim number
 - The adjuster's name and telephone number
 - Your employer's name, address, and the telephone number where you work.
- Go to all your medical appointments.
- Ask your doctor about how long it should take for you to recover from your injury.
- Tell your doctor about your job and provide a job description, if possible, to help your doctor understand the kind of work that you do.
- Ask your doctor if you can continue to work, even if you have some restrictions.
- Talk to your doctor to make sure you completely understand what you can and cannot do while you are recovering.
- Comply with your doctor's recommendations for resuming physical activity and your need for rest, both at home and at work.

Your employer and you

- Tell your employer who your doctor is, and how your employer can contact your doctor.
- Encourage your employer to talk to your doctor about the type of work you do, whether modified duties are available, and when you can return to work.
- Be sure to keep your employer informed and up to date on your recovery and your current abilities.
- Ask your employer about availability of work within your physical restrictions while you are recovering from your injury.
- Notify your employer immediately if your ability to work changes.
- Follow all company policies and requirements about workers' compensation injuries.

The insurance carrier and you

- Notify the workers' compensation insurance carrier if you change your address, phone number, or other contact information.
- Notify the workers' compensation insurance carrier if there is a change in your employment status or your earned income.

Getting back to work

- Be sure to let your employer and doctor know about any concerns or problems you might have related to your health and job assignments.