

Meet our Staff

LaTarsha McMahand is a Return-to-Work Specialist for the Department of Human Resource Management, Workers' Compensation Services. She is currently attending Strayer University and pursuing a Bachelor's Degree in Business Administration with a concentration in Human Resource Management. She started with state government as a Human Resource Assistant in 2000 with the Department of Motor Vehicles, and has held various positions within state government in the area of Human Resources. Prior to her current position, LaTarsha worked as a Return-to-Work Coordinator for the Department of Juvenile Justice where she was responsible for the Virginia Sickness and Disability Program as well as Workers' Compensation claims.

Chad Smith is the Office of Workers' Compensation Return To Work Specialist for the Department of Human Resource Management. His career includes service in the United States Marine Corps where he was a squad leader and platoon leader and was meritoriously promoted twice for finishing at the top of his class. He has 10 years of workers' compensation experience as a senior adjuster with 8 years in the private industry and 2 years on the state side. He joined DHRM September 25, 2006.

Michelle Allen, MS, CRC, CRP is the Disability Manager for DHRM's Office of Workers' Compensation. She holds a Master's Degree in Rehabilitation Counseling from Virginia Commonwealth University. Prior to this position, Ms. Allen worked as the Workers' Compensation Program's Account Manager and the Rehabilitation Manager of all on-site vocational/medical consultative services for Commonwealth of Virginia injured employees.

COMING ATTRACTIONS:

- An LMS Knowledge Center Course: What an employee should do when injured
- Ideal Panel of Physicians
- An LMS Knowledge Center Course: Return-to-Work for Employees
- Return-to-Work Guide for Supervisors
- An LMS Knowledge Center Course: Workers' Compensation, Americans with Disabilities Act, and Family Medical Leave Act Implications
- Checklist for employees when out of work
- Checklist for employees when using intermittent leave



Building a Bridge from the Injury → Back to Work

DHRM Workers' Compensation Return-to-Work Unit

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**MAKING
"RETURN TO
WORK" WORK
FOR YOU**

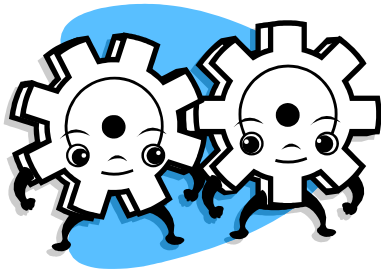


Department of Human
Resource Management
Workers' Compensation
Return-to-Work Unit

OVERALL GOAL: Assist agencies reduce lost-time work days and workers' compensation costs by improving their existing return-to-work programs/policies.

OBJECTIVES OF UNIT:

- ⇒ Analyze April 1 EO 94(05) reports and provide assistance to meet goals
- ⇒ Provide guidance and advice to agencies on individual cases to increase transitional duty opportunities
- ⇒ Analyze ten day injury reporting and ensure compliance with ten day requirement
- ⇒ Develop on-line and on-site return-to-work training programs
- ⇒ Review all transitional duty refusals in order to increase return-to-work opportunities
- ⇒ Develop effective panel of physicians for agencies to utilize
- ⇒ Review open lost-time claims at the three and four month post-injury mark to ensure proactive handling



RTW Quick Tips/Best Practices

- ⇒ Offer a panel of at least three physicians
- ⇒ Educate your panel physicians on the agency return-to-work program
- ⇒ Submit the Employer's Accident Report within ten days of injury—MCI can begin working with employee as soon as possible
- ⇒ Submit the Employee Work Profile to the treating physician according to your return-to-work policy
- ⇒ Communicate with the employee after every medical appointment—discuss work status



- ⇒ Discuss with MCI about the employee's prognosis
- ⇒ Pre-planning—have a list of different transitional duties, special projects, etc.
- ⇒ Meet as a transitional employment team to define transitional duties
- ⇒ Document transitional duty
- ⇒ Meet with the employee in an open forum and discuss the transitional duty plan
- ⇒ Continue meeting with the employee and discuss improvements/regressions

RTW Quick Tips/Best Practices ctd.

- ⇒ Any red flags—discuss with MCI staff
- ⇒ After 60 days of transitional duty, evaluate the employee's status
- ⇒ Follow your agency's return-to-work policy timeframes and discuss with higher management any special deviation ideas
- ⇒ Should you determine you can no longer accommodate, review your Americans with Disabilities Act policy
- ⇒ Review your return-to-work policy annually and revise accordingly
- ⇒ Last but not least: Communicate, Communicate, Communicate.....

***FOLLOWING THE
“WORK AS THERAPY”
MODEL IS A WIN:WIN
FOR EVERYONE!!!!!!***

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