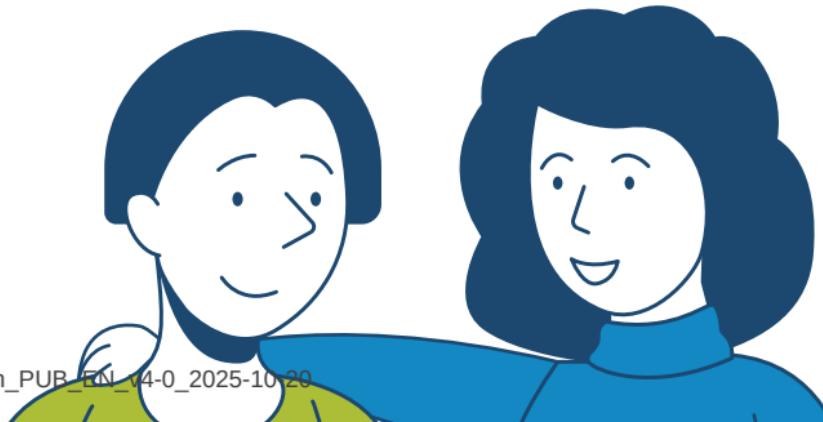


Back at Work Pocket Guide

# Welcome back





## YOUR CONTACT DETAILS

NAME

NATIONAL REGISTRATION NUMBER

ADDRESS

TEL.

EMAIL

## YOUR EMPLOYER

ADDRESS

HUMAN RESOURCES

TEL.

EMAIL

YOUR DIRECT MANAGER

TEL.

EMAIL

# PURPOSE OF THIS POCKET GUIDE

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If you are absent for some time due to illness, you will interact with various people and organisations such as your general practitioner, occupational doctor and health insurance fund. And your employer, of course. They are all involved in supporting your return to work.

This pocket guide offers you guidance on your journey back to work. Consider it a roadmap for your own return-to-work process.

# HOW TO USE THIS POCKET GUIDE

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Share this guide with everyone involved in your return-to-work process. You can also ask them to provide advice or suggest actions to support your return to work. This pocket guide does not contain any medical data or documents.

# USEFUL TIPS

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Make sure to prepare for your meetings. Make a list of what you want to say and accomplish. Bring along any useful information such as medical reports, test results and a list of all the medications you are on.



Think about which tasks you still want and are able to do beforehand. By making this clear, you gain more control over your situation.



Try to stay in contact with your manager and colleagues as much as possible during your absence. This is an investment in your relationship with your employer. Take the initiative to drop by or call up a colleague from time to time.

# WHO'S WHO?

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## OCCUPATIONAL DOCTOR IDEWE GROUP

This is a doctor who works for IDEWE Group, your external service for prevention and protection at work. Have you been absent for more than four weeks, and were you already part of a class of employees subject to mandatory periodic medical examinations prior to your absence? In that case, the occupational doctor will determine whether you are

fit to resume your duties once more.

In addition, they may offer advice to your employer to facilitate a smoother return to work.

It is a good idea to arrange an appointment before your actual return. You can discuss your state of health and any questions or concerns you may have.

This allows the doctor to help smooth the way for your return.



Whenever you see the occupational doctor, bring along any and all useful information such as examination results, images and medical reports.

## CONSULTING PHYSICIAN

### HEALTH INSURANCE FUND

This doctor works for your health insurance fund. After 10 weeks of absence, you will receive a questionnaire. The consulting physician will use this to determine whether you should be invited for a consultation. They will assess your incapacity to work and may also provide advice on a possible return to work.

## MEDICAL OFFICER

### EMPLOYER

The medical officer is engaged by your employer to check the validity of your absence due to illness or an accident. They are checking that your absence is legitimate.

Generally, the medical officer is not otherwise involved in your return to work.

## MEDICAL EXAMINER

### INSURANCE COMPANY

A medical examiner works for an insurance company. They may be engaged to provide medical expertise, for example in the event of a claim, when signing up for an insurance policy or in case of an insurance payout.

## STEPS

DATE CONTACT PERSON ACTIONS DISCUSSED



## STEPS

DATE CONTACT PERSON ACTIONS DISCUSSED

# STEPS

DAT

### CONTACT PERSON

## ACTIONS DISCUSSED

. IDEWE

TEI

## ADDRESS

## OCCUPATIONAL DOCTOR

TEL.

## PREVENTION ADVISOR ON PSYCHOSOCIAL ASPECTS

TEL.

## ERGONOMIST

TEL.

## OTHER

TEL.

EMA

# TREATING PHYSICIANS AND HEALTHCARE PROFESSIONALS –

## GENERAL PRACTITIONER

TEL.  EMAIL

## MEDICAL SPECIALIST

TEL.  EMAIL

## OTHER

TEL.  EMAIL

## OTHER

TEL.  EMAIL

# HEALTH INSURANCE FUND AND OTHER PARTNERS

## HEALTH INSURANCE FUND

ADDRESS

## CONSULTING PHYSICIAN

TEL.  EMAIL

## SOCIAL WORKER

TEL.  EMAIL

## RETURN-TO-WORK COORDINATOR

TEL.  EMAIL



NOTES



NOTES

# IDEWE Group Regional Offices

Please get in touch – we will be happy to help you!

## Antwerp

Tel. +32 (0)3 218 83 83  
antwerpen@idewe.be

## Brussels

Tel. +32 (0)2 237 33 24  
brussel@idewe.be

## Charleroi

Tel. +32 (0)71 23 99 11  
charleroi@idewe.be

## Ghent

Tel. +32 (0)9 264 12 30  
gent@idewe.be

## Hasselt

Tel. +32 (0)11 24 94 70  
hasselt@idewe.be

## Leuven

Tel. +32 (0)16 39 04 38  
leuven@idewe.be

## Liège

Tel. +32 (0)4 229 71 91  
liege@idewe.be

## Mechelen

Tel. +32 (0)15 28 00 50  
mechelen@idewe.be

## Namur

Tel. +32 (0)81 32 10 40  
namur@idewe.be

## Roeselare

Tel. +32 (0)51 27 29 29  
roeselare@idewe.be

## Turnhout

Tel. +32 (0)14 40 02 20  
turnhout@idewe.be

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