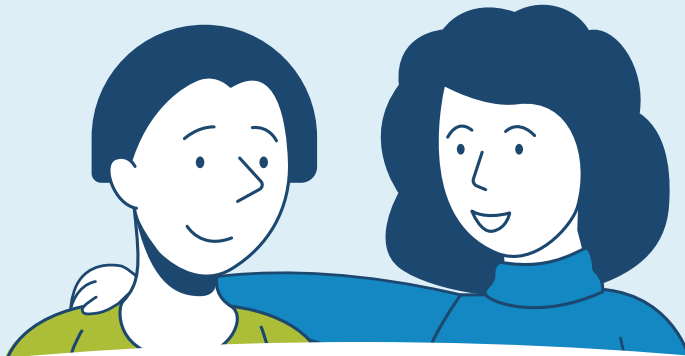
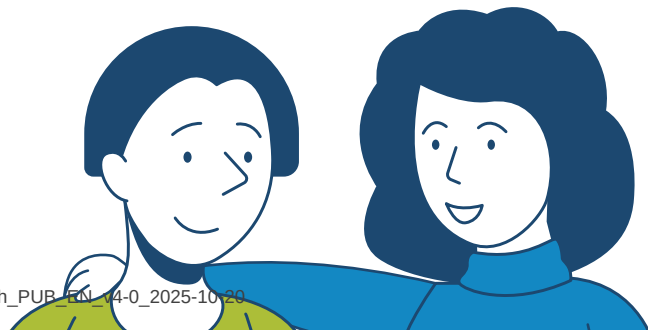


Back at Work Pocket Guide

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

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

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



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?

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

Complete the following fields for each meeting about your return to work.

DATE _____

CONTACT PERSON

ACTIONS DISCUSSED

STEPS

STEPS

DATE	CONTACT PERSON	ACTIONS DISCUSSED

IDEWE

TEL.	ADDRESS
OCCUPATIONAL DOCTOR	
TEL.	
PREVENTION ADVISOR ON PSYCHOSOCIAL ASPECTS	
TEL.	
ERGONOMIST	
TEL.	
OTHER	
TEL.	EMAIL

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

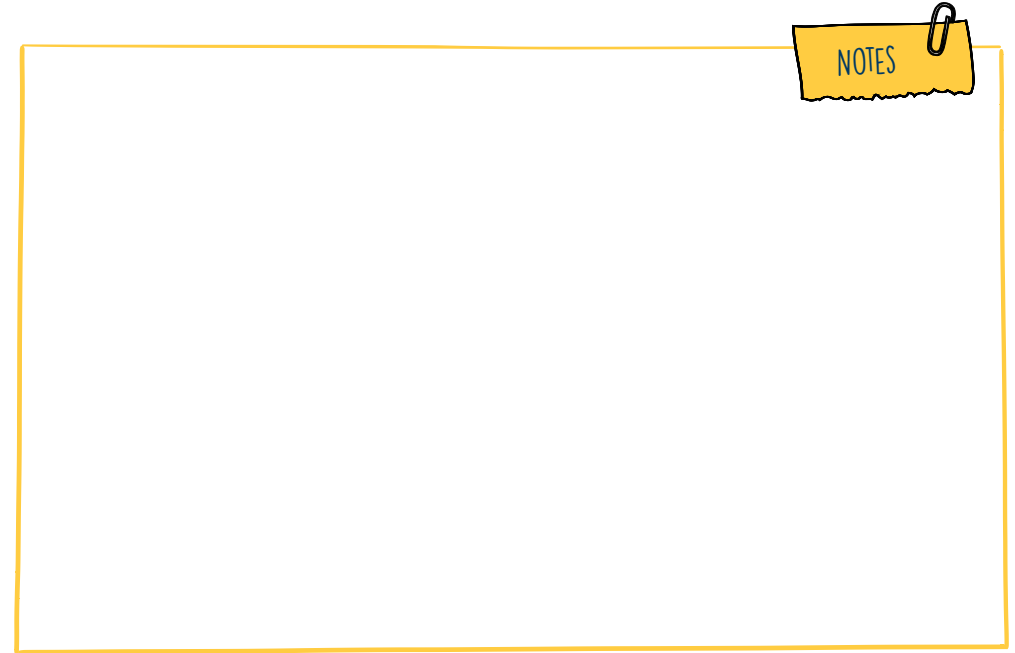
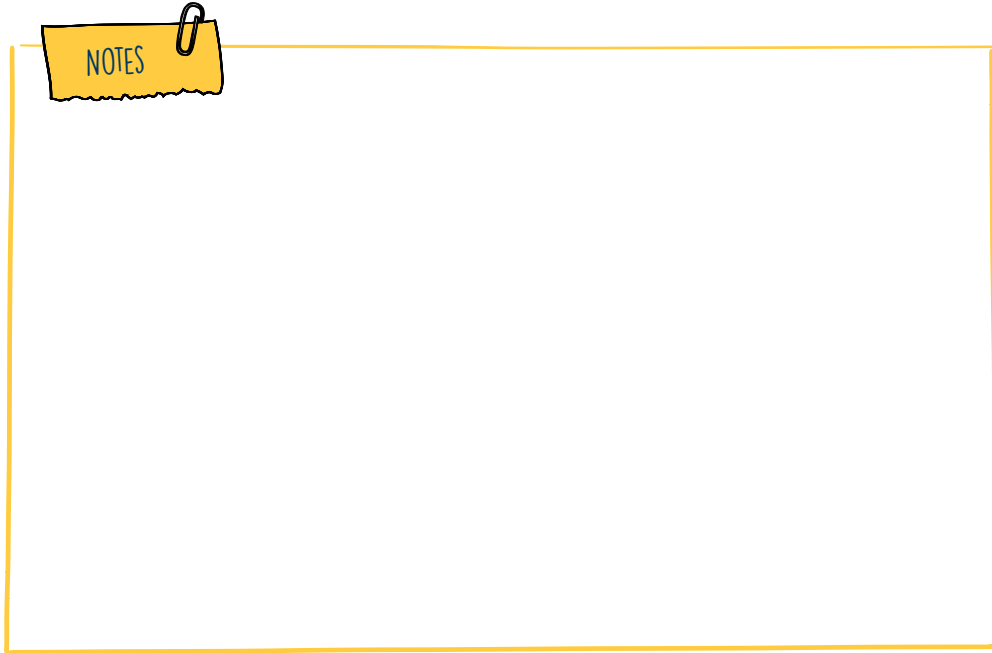
TEL. EMAIL

SOCIAL WORKER

TEL. EMAIL

RETURN-TO-WORK COORDINATOR

TEL. EMAIL



IDEWE Group Regional Offices

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

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