

Knowledge Quest Academy

Follow-up regarding injured Employee

Note: Supervisor must complete this form immediately following an injury and return to the District Administration Office the same date the employee returns back to work. If the employee has not returned back to work the same date the Supervisor must follow-up with the District office on a weekly basis regarding status of employee.

Questions after Workers Compensation Claim has been filed:

- 1) Has employee returned to work?**

- 2) If employee has not return back to work the same day, how many days(hours) have they been out?**

- 3) What was their last day of work?**

- 4) Did employee provide us with a doctor's note stating they could return to work? (If so copy and send to me)**

- 5) Do you have any concerns with this employee?**

- 6) Do we know if employee had any pre-existing conditions?**