

Frequently Asked Questions

Salem Health –Assistance with Stay at Work & Return to Work



Salem Health recognizes that our employees are vital to the success of our organization. Because of this, it is critical that you be given the resources you need to perform your job with the utmost of possible health, productivity and comfort. To achieve this goal, we have partnered with our disability insurer, The Standard, to provide assistance to employees who have a medical condition that could lead to a disability and/or absence claim and to those who have filed a disability and/or absence claim. These services are provided through the Workplace Possibilities Program.

What services are available to help me stay at work or return to work?

The Standard provides a Workplace Possibilities Consultant and/or an Accommodation Specialist to support and assist covered employees. The key objectives are to:

- Remove barriers to employees' comfort, safety and ability to perform their job effectively;
- Assess workstations and implement accommodations to ensure employees perform their jobs productively and safely;
- Assist employees to resume their job duties safely and productively after a disability; and
- Promote open communication among all parties, including the employee, supervisor, human resources, medical providers and others.
- Discuss potential workplace accommodations

Who is eligible?

Covered employees who are out on for a disability; or an employee who is having difficulties at work because of a medical condition and is currently treating with a doctor but has not yet filed a disability claim.

If I am on a disability leave and need assistance with return to work, who do I contact?

Disability claims are reviewed at the time of claim approval for referral to a Workplace Possibilities Consultant and at the time of FMLA exhaustion for referral to an Accommodation Specialist. You will be contacted directly if your case is referred to either. If you have not been contacted and you would like to request assistance, please contact your Human Resources Department or your claim representative at The Standard.

What if I am about to exhaust my leave for my own continuous medical condition under the Family and Medical Leave Act?

If you are about to exhaust your leave under the Family and Medical Leave Act, an Accommodation Specialist may reach out to you gather additional information to determine when you are able to return to work. This information may include additional medical documentation, an employee request for accommodation form, a return to work authorization form, and/or an authorization to obtain and release information form. The Accommodation Specialist will assist in identifying if you need an accommodation to return to work and provide accommodation options to Salem Health for approval.

Do I have to participate if I am off work on a disability leave?

While we encourage your participation, this service is voluntary. However, please note that if you do not qualify for leave under the Family and Medical Leave Act or are about to exhaust your leave under the Family and Medical Leave Act it is important for you to understand that any work absences related to your requested leave may not be job protected, which may impact your employment status.

Frequently Asked Questions – Salem Health

What if I am on a disability leave and either do not qualify for leave under the Family and Medical Leave Act or I am about to exhaust my leave under the Family and Medical Leave Act and I can't return to work?

Salem Health may approve additional continuous or intermittent leave as an accommodation to allow you to successfully return to work.

Who approves accommodations?

Salem Health must approve all requests for an accommodation.

If I am working, have a medical condition, and need stay at work assistance who do I contact?

Please contact HR. Your case will be referred to The Standard and they will provide you with forms for you and your doctor to complete so that The Standard can provide assistance.

What will be required for Stay at Work Assistance?

Medical records that include reference to the specific condition (or diagnosis/diagnoses), objective findings and treatment, and associated limitations and restrictions that impact productivity and the essential functions of your job, and contact information for the medical provider(s) who has treated you for this condition within the last year. You will need to sign an Authorization to Obtain and Release Information form so that we can contact your medical provider(s) if clarification, additional documentation or approval of recommendations is needed.

Where should I send my Stay at Work forms?

Please email your forms to WPP@standard.com or fax them to the number on the forms: 971-321-5727.

Does my employer need to know that I have applied for Stay at Work?

Yes, HR at Salem Health will be notified with ongoing communication about accommodations. We will review limitations and restrictions along with supported accommodations with HR, Risk Management and your supervisor if so directed.

If equipment is purchased, will it be mine to keep or to take to another employer?

Once provided through the service, equipment is owned by Salem Health. The Standard does not own or maintain the equipment. However, medical devices and aids such as prosthetic devices, hearing aids, wheelchairs, and dentures ("Exempted Aids and Devices") are the employee's property. The Standard will not provide duplicative equipment for the same person.

My peer at work has received a sit-stand work station, but I was only offered a chair. Why?

Every case is reviewed individually for support of accommodations through this program based on an employee's unique medical condition and essential job functions.