

What am I required to do?

This program is included in your collective agreement. You are strongly encouraged to work with the MCM, your employer, your union and your healthcare provider to facilitate your return to work. Employees may self-refer to EIP.

How does my union assist me?

Your union acts as your representative on the EIP team and advocates on your behalf for successful early return to work/ accommodation plans.

Your EIP union representative reviews progress reports on your return to work plan and maintains a dialogue with other EIP team members throughout the process.

What about the privacy of my information?

HBT is an independent service provider that is bound by the BC Personal Information Protection Act (PIPA). As such, information that is provided to the EIC and MCM is considered **strictly confidential**.

For Further Information Please Contact

Your BCGEU Benefits Officer at:

- 604-291-9611 OR 1-800-663-1674

Your CUPE Representative at:

- 604-291-1940

Your CAW Representative at:

- 604-524-9457 OR 1-800-841-5911

Your HSA Representative at:

- 604-439-0994 OR 1-800-663-2017

Your HEU EIP Representative at:

- 604-438-5000 OR 1-800-663-5813

Your PEA Representative at:

- 604-581-6662 OR 1-800-323-0488

Your UFCW Representative at:

- 1-800-367-8111

Your USWA Representative at:

- 250-398-8248

Your Employer

Or the Healthcare Benefit Trust at:

- www.hbt.bc.ca
- Vancouver: 604-630-1456
- Victoria: 250-479-4089
- Toll Free (in BC): 1-888-630-1456

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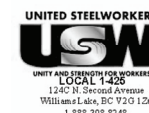
HEALTHCARE

EIP

EARLY INTERVENTION PROGRAM

COMMUNITY BARGAINING ASSOCIATION

*Helping Employees
Return to Work*



HEABC
Health Employers
Association of BC

EIP is provided by:
HEALTHCARE BENEFIT TRUST
HBT
BENEFIT FROM EXPERIENCE

This brochure summarizes how EIP facilitates the successful return to work of employees with an illness or injury.

What is EIP?

EIP, the Early Intervention Program, is a collaborative program to assist regular employees who are ill or injured return to work.

The EIP Team

- You
- Your employer
- Your union
- Your doctor and other healthcare providers
- The EIP Early Intervention Coordinator (EIC)
- The EIP Medical Case Manager (MCM)

The EIP team works together to design a customized return to work plan for you based on your medical condition, your requirements for returning to work, your skills and potentially your employer's ability to accommodate your return to work.

Who is the EIC?

The EIC (Early Intervention Coordinator) is part of a team of health professionals at the EIP provider, the Healthcare Benefit Trust (HBT).

The EIC is responsible for coordinating your return to work plan by:

- Contacting you, explaining the program, and assessing your need for EIP.

Who is the MCM?

The MCM (Medical Case Manager) is a Registered Nurse and/or an Occupational Health Nurse. As a member of the EIP team, the MCM provides a planned approach to managing cases by:

- Reviewing your medical care plan and your response to treatment.
- Referring you to medical providers and/or rehabilitation service providers for treatment as required.
- Developing a customized plan that will accommodate your limitations and capabilities.
- Working with your employer to accommodate your return to work.
- Following up with you to ensure your return to work is successful.

How does the program work?

Getting Started

- If you are a regular employee and have been ill or injured for 6 scheduled shifts or 10 calendar days, whichever occurs first, your employer will refer your name to the EIC.
 - The EIC will contact you to discuss EIP and determine if the program can assist you.
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Data Collection

- Once you are in the program, you and your doctor will be required to complete a confidential Occupational Fitness Assessment (OFA) form that provides information relating to your illness or injury and an assessment of your anticipated return to work.

Plan Development

- The MCM, in consultation with you and other representatives from your EIP team, will assess your situation and recommend a plan tailored to your individual circumstances.
- Your plan may include ensuring that you receive prompt medical care, such as referrals to medical specialists when appropriate.
- Your plan may include integrating you back into your workplace with graduated or modified duties.
- Your plan may include the provision of job accommodation by your employer at your workplace.

Implementation & Follow Up

- Once your plan is approved by your healthcare provider, it will be put into action.
 - The MCM will monitor your progress and make adjustments to the plan as needed to ensure that your return to work is successful.
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