

Enrolment Notification Guidelines

If the Employee meets the eligibility criteria and chooses to participate in EDMP, then the Employee must be sent the EDMP Enrolment package.

The Enrolment package must include:

1. Confidentiality Policy
2. Authorization form.
3. Cover Letter to Employee
4. What Employees Need to Know

If additional medical is required to determine return to work or other case management strategies, the following can be included in the Enrolment package to the employee or can be sent separately at a later date depending on need:

1. Letter to Physician (must be sent if OFA is sent)
2. Occupational Fitness Assessment (OFA) form

If/ when a participating EDMP employee is being referred to HBT, the Employee must complete the:

1. EDMP HBT Authorization

Employees are to complete all forms and return to the Disability Management Professional as soon as possible in order to ensure that timely case management can occur.

Names of all employees participating in EDMP will be added to the Triage Report, which is provided to the EDMP representatives weekly. The Triage Report will also include the names of Non-participating employees.