Return to Work  (Instructions for EOHS Clearance)

For UNM Employees who have been Off of Work for a medical reason:

1. When you are ready to return to work, you will need to provide a note from your treating provider that it is safe for you to return. An attached Return to Work form may be used, or your provider may provide the needed information on their own clinic forms. The instructions below will assist your healthcare provider.

2. Please call Employee Occupational Health Services clinic at 272-8043 to schedule a Return to Work appointment

3. Bring the note from your treating provider to your EOHS appointment. This information is needed to determine whether you may safely return to your normal job tasks either at full duty or with temporary restrictions.

4. The privacy of your medical information is important. EOHS will not release any personal medical information (including diagnosis) to UNM or to your supervisor. This information is confidentially stored in EOHS and you will be provided with a note to take to your supervisor that states you are:
   - Not medically cleared for Return to Work
   - Medically cleared for Return to Work with restrictions
   - Medically cleared for Return to Work with no restrictions

For The Treating Health Care Provider:

1. UNM Employee Occupational Health Services will evaluate your patient before their return to work to determine whether it is safe to resume normal job tasks.

2. EOHS is offering this guidance to assist your patient in this process

3. Please use the attached Return to Work form or provide the following information on your own clinic letterhead or work form:
   - Diagnosis (this information is not disclosed to your patient’s employer)
   - Date your patient can return to work
   - Clearly defined work restrictions, if appropriate
   - Duration of restrictions
   - Date work restrictions will expire or when they will be re-evaluated

4. Updates or changes to work restrictions require re-evaluation in EOHS

5. If a job description would be helpful as you provide your recommendations for return to work, please contact EOHS

Any questions?

Please call UNM Employee Occupational Health Services
Monday - Friday,  8:00am – 5:00pm
Phone:  272-8043 | Fax 272-8044