

Return to work checklist

for employees in a health services clinic.

To facilitate the transition of your employee's return to work, we'd appreciate your help in identifying suitable light duties for them to perform. Please take a moment to look over the options below and tick the boxes for the tasks that you're able

to provide. We'll then consult the treating health practitioner to review the selected tasks and ensure they align with your employee's current ability and needs.

Worker's name:

Claim number:

Worker's job title:

Name of employer:

1. Administrative and front desk duties

- ☐ Answering phone calls and managing appointment scheduling
- ☐ Checking in patients and processing paperwork
- ☐ Updating and organising patient files and records
- ☐ Managing emails and communication with patients or external providers
- ☐ Collecting payments and updating billing information

2. Cleaning and maintenance (non-strenuous)

- ☐ Wiping down and disinfecting equipment and surfaces
- ☐ Restocking lightweight supplies, such as towels and small equipment
- ☐ Organising treatment rooms and ensuring they are patient-ready
- ☐ Monitoring and replenishing clinic supplies like hand sanitiser or tissues

3. Patient support (non-physical)

- ☐ Guiding patients to treatment rooms
- ☐ Assisting patients with completing forms or understanding clinic processes
- ☐ Providing verbal instructions for exercises or treatments as directed by a clinician
- ☐ Observing or documenting patient progress during supervised sessions

4. Support for clinical staff

- ☐ Preparing therapy materials or lightweight equipment
- ☐ Entering patient data into software systems during or after sessions
- ☐ Assisting with patient follow-up calls and scheduling treatment plans
- ☐ Organising and maintaining clinical tools, such as exercise bands and charts

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5. Education and training tasks

☐ Reviewing and updating patient education materials

☐ Assisting with educational workshops or clinic presentations (non-strenuous roles)

☐ Researching and summarising resources for staff or patient use

Additional light duties available:

Prepared by:

Supervisor's name

Supervisor's signature

Reviewed by:

Treating health practitioner's name

Treating health practitioner's signature