



EDMP Program Guide

March 13, 2015



enhanced disability management program

[version: employers not using ANII for absence notification]

WHAT IS EDMP?

When an employee's absence from work is greater than **5** days due to a non-work related injury or illness or **1** day due to a work related illness or injury, the case is referred to a Disability Management Professional (DMP) with Morneau Shepell to provide support and assistance to the employee during their health recovery.

WHO IS MORNEAU SHEPELL?

Morneau Shepell is a leading provider of services that help employees and organizations manage health and wellness. Morneau Shepell's experienced Disability Management Professionals offer confidential support and professional expertise to guide employees throughout the EDMP process.

IS MEDICAL INFORMATION KEPT CONFIDENTIAL?

Medical information is kept in the strictest confidence and is available to the Morneau Shepell Disability Management Professional and EDMP union representative working directly on the employee's file. Information is provided to employers on a need-to-know basis, limited to the nature of an absence and any functional information relating to return to work. Throughout the disability management process, Morneau Shepell provides status updates to the employer. Medical information is used only by Morneau Shepell to ensure a comprehensive understanding of the employee's situation in supporting recovery and return to work. The employee is always asked to provide written consent (using the authorization form) for communication and information exchange.

ROLES WITHIN THE EDMP PROGRAM:

Collaboration and role clarity are essential to the Disability Management Program. The following is an overview of the roles and responsibilities within your Disability Management program:

EMPLOYEE

- Calls employer to report an absence from work for illness or injury, and an expected return to work date.
- If one shift has been missed due to a work-related injury or illness or 5 consecutive shifts due to non work-related illness or injury then a Disability Management Professional (DMP) at Morneau Shepell makes contact.
- If struggling at work and not absent, a self-referral can be made to the EDMP program by calling ANII at 1-855-999-ANII (2644) or by contacting the manager or union for assistance with a referral. "ANII" is the dedicated phone line and is the abbreviation for "Absence Notification for Illness, Injury".
- Returns the authorization form back to the DMP at Morneau Shepell as soon as possible, but no later than the time frame identified in the EDMP package provided by Morneau Shepell.
- Participates fully in the disability management process, in particular by being actively involved in appropriate treatment and care.
- Maintains ongoing communication with the DMP at Morneau Shepell and EDMP union rep as needed.
- Is actively involved in return to work plans.
- Advises the Disability Management Professional at Morneau Shepell of changes to the medical condition.

Employer

- Monitors employee absences to be aware of how many consecutive shifts an employee has missed.
- Refers employee to Morneau Shepell via phone or online portal when employee has missed one shift due to a work related injury or illness or missed 5 consecutive shifts due to a non-work related illness or injury.
- Collaborates with the Disability Management Professional at Morneau Shepell regarding job duties, and availability of modified duties.
- Supports employees' timely return to work by understanding employee restrictions and limitations.
- Accommodates medical needs as appropriate with modified or transitional work.
- Participates in return to work meetings.
- Maintains contact with employee as needed.

EDMP UNION REP

- Provides education to employees regarding the EDMP program and benefits of the program.
- Assists in development of Case Management plans, RTW plans and planning modified duties.
- Responds to issues employees raise as they pertain to the EDMP program and works with the Disability Management Professional at Morneau Shepell to resolve the issue.
- Participates in problem solving related to return to work questions.

MORNEAU SHEPELL DISABILITY MANAGEMENT PROFESSIONAL

- Provides expertise, planning, and coordinates resources that support the employees' return to health and work, and a problem solving approach.
- Maintains ongoing communication with and support for the employee throughout the disability process.
- Assists in facilitating return to work planning and securing additional treatment recommendations if required.