

Introductory Letter to Treating Professional

To the Service Provider

(Person's Name) is employed as a *(Persons Position)* by Charles Darwin University. Our Company policy is to encourage early return to full employment as soon as practicable following an injury or illness.

Where possible and appropriate, our employees are returned to their usual work, or some selected duties within their capacity. Charles Darwin University may be able to provide medically suitable duties by altering the type, duration, frequency, intensity and complexity of work tasks, and may be able to alter the daily and weekly hours worked as required.

I would appreciate your assistance in formulating a return to work program to ensure that *(Person's Name)* can return safely to her usual work or be provided with selected duties.

If *(Person's Name)* is unable to return to their own job immediately, any information you could provide on the attached Work Capabilities Notification Form would be most useful to assist in the provision of appropriate selected duties.

If I can provide you with information about specific job requirements or our workplace return to work program, please contact me on (08) 8946 7039.

Thank you for your time and consideration.

Yours faithfully

Injury Management Coordinator
Charles Darwin University