# WC-240 Process

*O.C.G.A.§34-9-240 and Board Rule 240 provide the process for allowing Georgian workers who have been released to light duty to return to work. It is essential that all procedures be completed in order to obtain a light duty job offer that is accepted and enforceable.*

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Have the claimant's authorized treating physicians confirm that they are able to conduct light duty work.

Make contact with the employer to confirm that work is available within the designated restrictions.

Obtain a clear and comprehensive job description or a WC-240A form from the company that outlines the available light duty position.

Forward the completed WC-240A form or comprehensive job description to the approved treating physicians, ensuring a copy reaches the claimant and their legal representative (if applicable).Make sure the light-duty employment is approved by the authorized treating physicians within 60 days of their most recent exam.

Once the WC-240A is signed by the authorized doctor(s) or the comprehensive job description is approved in writing, get in touch with the employer to confirm the claimant's return date and time to work, the hourly wage rate, and the supervisor's contact details.

At least ten days before the date of the return to work, prepare a WC-240 form with the information previously confirmed, attach the WC-240A or job description and the doctor's written consent, and send a copy to the claimant and the claimant's attorney.

To make sure the employer is prepared for the claimant's return to work, get in touch with them a few days prior to the scheduled return to work date.

Verify the claimant actually returned to work on the planned return date. Once verified, or in the event that the claimant declines to resume employment, promptly submit a WC-2 to the State Board of Workers' Compensation to record the claimant's income benefits suspension. Make sure the WC-240 and WC-240A are attached. Make sure you start receiving permanent partial disability benefits if necessary.

Income benefits must be reinstated immediately if the claimant works more than eight cumulative hours or one scheduled workday, whichever is more, but fewer than fifteen days. Failing to reinstate income benefits, regardless of the reason, results in the waiver of the "suitable employment" defense.
It is necessary to file a WC-2 indicating the return of income benefits.

If the appropriate light duty job is not accepted, it should be investigated to seek a further suspension of income assistance. To discuss your options, get in touch with a CSS lawyer. If benefits must be reinstated, there are other steps that can be taken to help resolve the claim.