

**S-20           Attending Physicians Report**  
**S-20a          Insurance Billing Instructions**

This form will be used by the Manager, Property Supervisor and the CEO, as a useful tool in determining the time element and extent of incapacitation, or whether reasonable accommodations or changes to his/her job duties would enable the employee to perform essential job duties.

The form must be given to every employee who requires medical attention after an on the job injury. The employee must take the form with him to the medical facility, where the attending physician will complete the necessary information.

The employee must return the form to the employer immediately following his/her doctor's visit.

If the *Attending Physicians Report* indicates restrictions, the employee must not be allowed to report to work until a determination, as stated above, is reached by the CEO.

**S-20 Distribution:**

As soon as the manager receives the S-20, he/she must fax it to the CEO and Property Supervisor, mail the original to the Payroll Administrator, and keep one in the manager's personnel file.

**S-20a Distribution:**

This form is attached to the *Attending Physicians Report*. The employee must give the form to the attending physician/medical facility. The form gives the physician/medical facility insurance billing instructions.