

## **WHERE NS EMPLOYEES CAN ACCESS NS MEDICAL DEPARTMENT'S DOCUMENTS AND FORMS**

### **Employee Return To Work Information sheet:**

- Go to ERC > click on "Employee Self Service" > click on "Medical Information" > under Policy, click on "Return to Work Information Sheet".
- Outside the NS network (e.g. from a home computer) at [www.nscorp.com](http://www.nscorp.com) > click on "EMPLOYEES" > click on "MEDICAL" > click on "Return To Work Information Sheet"
- If no computer access, same information is available on the Medical Department recorded information line (877-737-0746).

### **Clinical Team Support – Direct Contacts (red flyer):**

- Go to ERC > click on "Employee Self Service" > click on "Medical Information" > under Contact Information, click on "Clinical Team – Direct Contacts".
- A "Click Here" link (that allows access outside the NS system, such as on a home computer) is embedded in the November 5, 2012 email to employees regarding the Return To Work policy change. **TIP:** Save November 5<sup>th</sup> email to home computer.
- Same contact information (but without the assistant names) is provided on the first page of the Employee Return To Work Information sheet.
- {Supervisors can order 8X10 flyers and wallet sized cards from Material Mgt.}

### **Health Questionnaire for non-medical absences of one year or longer:**

- Interactive version is available on the ERC > click on "Employee Self Service" > click on "Medical Information" > under Policy, click on "Health Questionnaire".
- Interactive version is available outside the NS network at [www.nscorp.com](http://www.nscorp.com) > click on "EMPLOYEES"> click on "MEDICAL" > click on "Health Questionnaire".
- From supervisor (order from Material Mgt or Atlanta Print Shop).