

“Return to Work at Your Fingertips”

Health Services requires specific information to make informed return-to-work determinations for safety-sensitive¹ employees.

1. Employees in safety-sensitive positions returning to work after an absence related to an injury, illness, or surgical procedure should follow these steps:

Send the completed document titled ‘NSHS Attending Physician’s Return to Work Report’ to notifyhealthservices@nscorp.com or fax according to the instructions on the form. Note that medical records may be provided as you undergo evaluation and treatment. (When sending records, include *your full name, employee ID number, your correct phone number and email address*.) If you have multiple treating providers a completed return to work form is required for each of them. You should also submit to us (if required) any POD form requests, RRB benefit forms, and SSB benefit forms (if applicable) after your provider(s) has completed the ‘NSHS Attending Physician’s Return to Work Report’.

Please note: Depending on your medical condition, additional medical information, as indicated on the ‘NSHS Attending Physician’s Return to Work Report’, may be required to determine your fitness for service

To access the ‘NSHS Attending Physician’s Return to Work Report,’ [click here](#). If you need additional assistance, please call Health Services at 800-552-2306.

2. Returning to work from a non-medical absence:

Employees in safety-sensitive positions returning to work from a non-medical absence of one year or longer (including but not limited to: furlough, military leave, or discipline) must complete and submit a [Health Questionnaire](#) which is available at the link below:

<http://www.nscorp.com/content/nscorp/en/work-at-ns/employees/employee-resources/health-services.html>.

How to send your information to Health Services:

Email: notifyhealthservices@nscorp.com

Fax: See NSHS Attending Physician’s Return to Work Report

Mail: Health Services, 650 W Peachtree Street NW, Atlanta GA 30808

If you have additional questions about how to submit information, please call us: 800-552-2306

If further information is needed once all records are submitted, your Medical Services Clinician will contact you directly.

¹ A **safety-sensitive position** is any agreement or non-agreement position which: (1) is covered under the hours of service laws; or (2) inspects, installs, constructs, repairs, or maintains track, roadbed, bridges and signal and communication systems; or (3) inspects, repairs, or maintains locomotives, passenger cars or freight cars, or other on-track equipment when such equipment is in service that constitutes a train movement; or (4) determines that an on-track roadway maintenance machine or hi-rail vehicle can be used without repair of a non-complying condition; or (5) directly instructs, mentors, inspects, or tests, as a primary duty, any person while that other person is engaged in a safety-related task; or (6) is responsible for conducting periodic tests and inspections of employees in safety-sensitive positions.