EARLY INTERVENTION NOTIFICATION FORM

Complete this form anytime an employee has been, or will be absent from work for 5 consecutive shifts due to illness or injury.

Send the form to DMI via toll-free fax or email.
Any questions? Please call DMI 1-866-963-9995

Fax: 604-542-3850 | 1-866-963-9994
OR
Email: eip@mydmi.ca

EMPLOYEE CONTACT INFORMATION

Employer	Site / Location	
Last Name	First Name	Preferred Name
Date of Birth (day/month/year)	Pronoun ☐ She/her ☐ He/him ☐ They/them ☐ Xe/Xem ☐ Ze/Zir Other _____	

Address	City
Province	Postal Code
Phone Home #	Mobile Phone #
Email Address	Preferred Language ☐ English ☐ French

Is the employee a union member? ☐ Yes, Union Name_____ ☐ No

Job Title | Average hours/week: ☐ Full Time ☐ Part Time

Indicate Daily Schedule	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

☐ Fixed Weekly Schedule ☐ Variable Rotating Schedule
☐ Fixed Rotating Schedule ☐ Casual Employee

Last Day Worked: (DD/MM/YYYY)	Date First Absent: (DD/MM/YYYY)	Expected Return to Work Date: (DD/MM/YYYY)	Date Faxed to DMI: (DD/MM/YYYY)

Absence related to a workplace injury/illness? ☐ Yes ☐ No	If yes, when did the accident occur? (DD/MM/YYYY)
Was there an WCB Claim Filed? ☐ Yes ☐ No	If yes, specify WCB Number:

EMPLOYER CONTACT INFORMATION

Employer Contact Name				
Employer Contact Phone				Employer Contact Email Address
Is the employee currently hospitalized?	☐ Yes	☐ No	☐ Unknown	Is there any additional information about this absence that DMI should be aware of, prior to contacting the employee? ☐ Yes ☐ No

Please list any additional employer contacts that should be updated in relation to this claim:

Name(s):	Email Address(es):
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE SEND THIS COMPLETED FORM TO DMI WITH DOCTOR'S NOTE (IF PROVIDED) TOLL FREE FAX: 1-866-963-9994

The Disability Management Institute is authorized to collect, store, maintain and share personal information and does so in accordance with requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA)

DMI
DISABILITY MANAGEMENT INSTITUTE