



**Employers'**  
**LINK-JOB DESCRIPTION**  
*For Temporary Light Duty Work*

WA Department of Labor and Industries  
**Review of Job Analysis and Job Description**  
**Physician Billing Codes:**  
 1038M-Limit one per day  
 1028M-Each additional review,  
 up to five per worker per day

**DE-M**

Worker:		Claim #:	
Company:		Job Title <b>Data Entry Clerk - Modified</b>	
Phone #:	Hours per day:	Days per week:	
Employer Name (please print):			Title:
Employer Signature:			Date:

- Essential Job Duties:**
1. Enter number, varieties and location of starts planted into employer's software
  2. Enter maintenance logs from the mechanic's time cards using Excel
  3. Continually communicate with safety manager, office manager and purchasing agent about data that need to be updated in system.

**Machinery, tools, equipment and personal protective equipment**  
 Clip board or notebook, pen, computer, mouse

**FREQUENCY DEFINITIONS**

<b>N: Never</b> (not at all) 0 minutes	<b>S: Seldom</b> (1%-10% of the time) up to 48 min.	<b>O: Occasional</b> (11%-33% of the time) 49 min. to 2 hrs., 25 min.	<b>F: Frequent</b> (34%-66% of the time) 2 hrs., 26 min. to 5 hrs., 35 min	<b>C: Constant</b> (67%-100% of the time) more than 5 hrs., 36 min.
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PHYSICAL DEMANDS	FREQUENCY					DESCRIPTION OF TASKS
	N	S	O	F	C	
Sitting			X			While working at the computer entering data. As modified, worker may sit or stand at will.
Standing		X	X			At printer. As modified, worker may sit or stand at will.
Walking	X		X			Worker communicates with each department to see what they need, via email and phone or walks, at worker's discretion.
Climbing Ladders / Stairs (circle one)	X					Not present
Twisting at the Waist	X					Not necessary
Bending / Stooping		X				May bend or squat at worker's discretion to reach something on a lower shelf or drawer.
Squatting / Kneeling		X				
Crawling	X					Not present
Reaching Out Both				X		Keyboarding, retrieving or placing supplies from/on shelves
Working above shoulder Either		X				May occur for items stored overhead.
Handling / Grasping Either				X		Computer mouse, pen
Fine Manipulation Either				X		Keyboarding, writing
Keyboarding Both				X		Entering label data in computer
Wrist (flexion/extension) Both		X				May occur during keyboarding. Modifications recommended will eliminate this demand.
Repetitive Motion Both				X		Keyboarding and using computer mouse
Vibratory Tasks	X					Not present
Foot Controls / Driving	X					Not present
Talking / Hearing / Seeing			X			To communicate with dept. supervisors about their needs and safety/shipping manager and instructor for computer skills.

Lifting / Pushing		Never	Seldom	Occasional	Frequent	Constant
<i>Example</i>		<u>50</u> lbs.	<u>20</u> lbs.	<u>10</u> lbs.	<u>0</u> lbs.	<u>0</u> lbs.
Lift	Either hand	___ lbs.	___ lbs.	___ lbs.	<u>2</u> lbs.	___ lbs.
Carry	<b>DISTANCE 100 FT</b> Either hand	___ lbs.	___ lbs.	<u>2</u> lbs.	___ lbs.	___ lbs.
Push / Pull	Either hand	___ lbs.	<u>1</u> lbs.	___ lbs.	___ lbs.	___ lbs.

**Modifications:**

Sit to stand workstation and adjustable ergonomic chair



**Tools:**

Computer and software for making labels if needed to create job.

**Training:**

Computer training for basic computer operating system and enough Microsoft Excel to do this job. Proprietary software training will need to be on the job.

**Job Description Presented by:**

Signature:

*Chandra Caine*

Date:

5/22/2015

Name (Please print):

Chandra Pat Caine, MS, CDMS

Title:

Vocational Rehabilitation Counselor WA # 11099

**FOR HEALTH PROVIDER'S USE ONLY**

**Provider Approval:**

Yes  No

**Hours per day:**

**Days per week:**

**Effective date:**

If no, please provide objective medical documentation to support your decision.

**Modifications Required by Provider:**

- Sit to stand workstation to allow worker to alternate between sitting and standing at will.
- Adjustable ergonomic chair with lumbar support, waterfall front and headrest (if needed for neck injury, only) to maintain neutral posture and avoid pinching the sciatic nerve.
- Other:

Provider Signature:

Provider Name (Please print):

Date: