



**ADA Accommodation
Request Medical
Certification**

This form (or a similar letter that addresses the information requested) must be completed and signed by the treating health care provider when an employee needs a workplace accommodation due to a qualifying disability. **Documentation should be emailed to Office of Human Resources at humanresources@centralstate.edu.** The information provided will be reviewed to determine what reasonable accommodations, if any, are appropriate.

SECTION 1: COMPLETED BY EMPLOYEE

Employee Name		Employee ID
Job	Department	Regular Work Schedule
Job Duties		

SECTION 2: COMPLETED BY THE HEALTH CARE PROVIDER

- 1) Please describe the nature and severity of your patient’s medical condition, including relevant medical facts related to the condition. (e.g. symptoms, diagnosis, and regimen of treatment) and functional limitations as it relates to their need for a workplace accommodation. *(A workplace accommodation is a modification to policy or practice, the provision of tools and software, or a modification to the environment that mitigates the impact of a disability to allow an employee to engage in work related tasks and activities.)*

- 2) Do you consider your patient’s condition to be a disability? Yes No
 (Based on the Americans with Disabilities Act, a disability is defined as a mental or physical condition that substantially limits a major life activity compared to most people. “Substantial” in this context is somewhat subjective, but means that in your professional opinion there is a notable, significant, meaningful limit/difference to the manner in which the individual engages in the activity, the conditions necessary for them to engage in the activity, the duration for which they can engage in the activity, or the frequency which they engage in the activity. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and the proper functioning of major bodily systems.)

- 3) Please describe your recommendations for restrictions, modifications or adjustments to the employee’s job duties or work environment and explain how each will address the work-related limitation.



4) Does the impairment mean that the employee is substantially limited in one or more major activity(s) is/are affected:

5) If yes, what major life activity(s) is/are affected:

- | | | |
|-------------------------|-------------------------|--------------|
| caring for self | sleeping | learning |
| walking | performing manual tasks | working |
| hearing | reaching | toileting |
| lifting | speaking | sitting |
| interacting with others | concentrating | reproduction |
| standing | breathing | |
| seeing | thinking | |
- operation of a major bodily function:

6) Please provide a timeline for these restrictions, modifications or adjustments listed above.

Temporary Indefinite (*expected to last longer than 6 months*): *Unknown: If temporary, please provide the estimated end date for the restrictions.* _____

7) Additional Comments:

SECTION 3: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name / Practice _____

Phone _____

Signature _____ Date _____