



# Personal Medical Leave Provider Verification Form

## CERTIFICATION OF HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION

### Employee Instructions

- Use this form for **Personal Medical Leave**.
- You must complete, sign, and date Part I.
- Have the Health Care Provider complete and sign Part II.
- You are responsible for returning or ensuring the return of the completed form (Part I and Part II) within 15 days of the eligibility letter.

### Part I: To be completed by the Employee

Employee Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone - Work: \_\_\_\_\_

Telephone – Home: \_\_\_\_\_

Employee's essential job function: \_\_\_\_\_

Your signature below indicates that you have read and understand the Medical Leaves for Staff policy and agree to the Leave provisions.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Part II: To be completed by Health Care Provider

#### PART A: MEDICAL FACTS

Patient Name: \_\_\_\_\_

1. Approximate date condition commenced: \_\_\_\_\_

2. Probable duration of condition: \_\_\_\_\_

3. Mark below as applicable:

- a. Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No  Yes

i. If yes, dates of admission: \_\_\_\_\_

b. Date(s) you treated the patient for condition: \_\_\_\_\_

c. Will the patient need to have treatment visits at least 2x per year due to the condition?  No  Yes

- d. Was medication, other than over-the-counter medication, prescribed?  No  Yes
- e. Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  No  Yes
  - i. If yes, state the nature of such treatments and expected duration of treatment:
   
\_\_\_\_\_
   
\_\_\_\_\_

- 4. Is the medical condition pregnancy?  No  Yes
  - a. If yes, expected delivery date: \_\_\_\_\_
- 5. If employer fails to provide a list of employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions: Is employee unable to perform any of his/her job functions due to the condition?  No  Yes
  - a. If yes, identify the job functions the employee is unable to perform:
   
\_\_\_\_\_
   
\_\_\_\_\_

- 6. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment): \_\_\_\_\_
   
\_\_\_\_\_
  - a. Does the patient's condition qualify under one or more of the categories described on page 3?
    - 1. Inpatient Care
    - 2. Incapacity & Treatment
    - 3. Pregnancy/Prenatal Care
    - 4. Chronic Condition
    - 5. Permanent/Long Term Condition
    - None

**PART B: AMOUNT OF LEAVE NEEDED**

- 7. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery?  No  Yes
  - a. If yes, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_
- 8. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition?  No  Yes
  - a. If yes, are the treatments or the reduced number of hours of work medically necessary?  No  Yes
  - b. Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: \_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
  - c. Estimate the part-time or reduced work schedule the employee needs, if any: \_\_\_\_\_ hours per day, \_\_\_\_\_ days per week.
- 9. Will the condition cause episodic flare-ups periodically preventing the employee performing his/her job functions?  No  Yes
  - a. If yes, is it medically necessary for the employee to be absent from work during the flare-ups?  No  Yes
  - b. Please explain: \_\_\_\_\_
  - c. Estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months, lasting 1-2 days)

Frequency: \_\_\_\_\_ # times per  week or  month  
 For \_\_\_\_\_ #  hours or  days per episode.

**PART C: HEALTH CARE PROVIDER**

Health Care Provider's Name: \_\_\_\_\_

Type of practice/medical specialty: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_

Date: \_\_\_\_\_

## Description of Serious Health Condition

### 825.113 SERIOUS HEALTH CONDITION.

(a) For purposes of FMLA, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care as defined in §825.114 or continuing treatment by a health care provider as defined in §825.115. (b) The term "incapacity" means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom. (c) The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication ( e.g. , an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition ( e.g. , oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

### 1. § 825.114 INPATIENT CARE.

Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity as defined in §825.113(b), or any subsequent treatment in connection with such inpatient care.

### 2. § 825.115 CONTINUING TREATMENT.

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

**(a) Incapacity and treatment.** A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (1) Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services ( e.g. , physical therapist) under orders of, or on referral by, a health care provider; or (2) Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider. (3) The requirement in paragraphs (a)(1) and (2) of this section for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity. (4) Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

**3. (b) Pregnancy or prenatal care.** Any period of incapacity due to pregnancy, or for prenatal care.

**4. (c) Chronic conditions.** Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: (1) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and (3) May cause episodic rather than a continuing period of incapacity ( e.g. , asthma, diabetes, epilepsy, etc. ).

**5. (d) Permanent or long-term conditions.** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

### GENETIC INFORMATION NONDISCRIMINATION ACT (GINA) FMLA CERTIFICATION DISCLOSURE

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Please return this signed form to Human Resources with the completed "Certification of Health Care Provider" Form.**