

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: GCBDA/GDBDA
AR(3-A)

Adopted:

CERTIFICATION OF HEALTH CARE PROVIDER-Employee's Serious Health Condition

Certification of Health Care Provider

Employee's Serious Health Condition

For Completion by Three Rivers School District:

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

District contact person: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached:

For Completion by the Employee:

Complete the information below before giving this form to your medical provider. The return of this form is required to obtain or retain the benefit for FMLA/OFLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA/OFLA request.

Return this complete form by: _____ (must be at least 15 days after employee is notified of this requirement).

Employee's name: _____

For Completion by the Health Care Provider:

Your patient has requested leave under the FMLA/OFLA. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be the best estimate based upon your medical knowledge, experience and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown" or "indeterminate" may not be sufficient to determine FMLA/OFLA coverage. Limit your responses to the condition for which the employee is seeking leave. Extra space is provided, should you need it. Please be sure to sign the form on the last page.

Provider’s name and business address: _____

Type of practice /medical specialty: _____

Telephone: _____ Fax: _____

Medical Facts

1. Approximate date condition commenced: _____

Probably duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
 Yes No If yes, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? Yes No

Will the patient need to have treatment visits as least twice per year due to the condition? Yes No

Was the patient referred to other health care provider(s) for evaluation or treatment? Yes No
If yes, state the nature of such treatments and expected duration of treatment: _____

2. Is the medical condition pregnancy? Yes No

If yes, expected delivery date: _____

3. Use the information provided by the district in the “For completion by Three Rivers School District” section to answer this question. If the district fails to provide a list of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition?
 Yes No If yes, identify the job functions the employee is unable to perform: _____

4. 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: _____

Amount of leave needed

1. 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? Yes No

If yes, estimate the beginning and ending dates for the period of incapacity: _____

2. 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? Yes No

If yes, are the treatments or the reduced number of hours of work medically necessary? Yes No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week; from _____ through _____

3. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? Yes No

Is it medically necessary for the employee to be absent from work during the flare-ups?
 Yes No If yes, explain: _____

Based upon the employee’s medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the employee may have over the next six months (e.g. one episode every three months lasting one to two days):

Frequency: _____ time per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Additional Information – Identify the question number with your additional answer:

Signature of Health Care Provider

Date