Certification of Health Care Provider for Employee’s Serious Health Condition (Family and Medical Leave Act)

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: 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.

Employer name and contact: ______________________________________________________________________________________

Employee’s job title: ______________________________    Regular work schedule: ______________________________

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request.

Your name: ______________________________________________________________________________________________________

First      Middle     Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your 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 coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider’s name and business address: ________________________________________________________________________________

Type of practice / Medical specialty: ___________________________________________________________________________________

Telephone: (________)_______________________________________  Fax:(_________)___________________________________

PART A: MEDICAL FACTS

1. Approximate date condition commenced: ___________________________________________________________________________

Probable duration of condition: ___________________________________________________________________________________

Mark below as applicable:
Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility? ______ No _____ Yes

If so, dates of admission:   ___________________________________

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

Will the patient need to have treatment visits at least twice per year due to the condition? _____No _____Yes

Was medication, other than over-the-counter medication, prescribed? _____No _____Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? _____ No _____Yes

If so, state the nature of such treatments and expected duration of treatment:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

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2. Is the medical condition pregnancy?  _____ No  _____ Yes  If so, expected delivery date: ___________________________

3. Answer the following questions based upon the employee’s description of his/her job functions. Is the employee unable to perform any of his/her job functions due to the condition:  _____ No  _____ Yes  If so, 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):

____________________________________________________________________________________________________________

PART B: AMOUNT OF LEAVE NEEDED

5. 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
If so, estimate the beginning and ending dates for the period of incapacity: From:_________________ To:__________________

6. 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
If so, are the treatments or the reduced number of hours of work medically necessary?  _____ No  _____ Yes
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 ________________

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions?  _____ No  _____ Yes
Is it medically necessary for the employee to be absent from work during the flare-ups?  _____ No  _____ Yes  If so, explain:

____________________________________________________________________________________________________________

Based upon the patient’s medical history and your knowledge of the medical condition, 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(s) ________ month(s)  Duration: ________ hours or ________ day(s)

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Signature of Health Care Provider  ___________________________  Date ___________________________

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