

Alabama Agricultural and Mechanical University

**Office of Human Resources** 

P.O. Box 305 Phone: 256.372.5835 Normal, AL 35762 Fax: 256.372.5881

### CERTIFICATION OF PHYSICIAN OR PRACTITIONER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION (Family and Medical Leave Act of 1993)

Date:
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### Section I: For completion by the Employer.

Employee's essential job functions:

Check if job description is attached:

### Section II: For completion by 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.

Employee's 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 page 4.

Alabama A&M University Office of Human Resources

# Part A: Medical Facts

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.

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)?

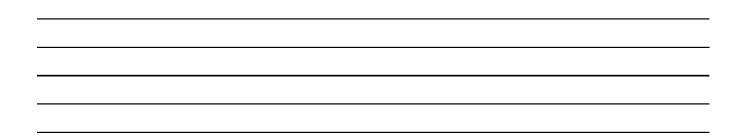
\_\_\_\_\_No \_\_\_\_Yes. If so, state the nature of such treatments and expected duration of treatment:

- 2. Is the medical condition pregnancy? \_\_\_\_\_No \_\_\_\_\_Yes. If so, expected delivery date: \_\_\_\_\_\_
- 3. Use the information provided by Alabama A&M University in Section I to answer this question. If Alabama A&M University failed 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:\_\_\_\_\_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 as 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:

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 six
(6) months (e.g., 1 episode every 3 months lasting 1-2 days):
Frequency:times perweek(s)month(s)
Duration:hours or day(s) per episode
Additional information: Identify question number with your additional answer.
Signature of physician: Date
Print name of physician:

Return this FMLA Certification of Physician or Practitioner Form to Cheryl K. Johnson, Assistant Director, Office of Human Resources, 4101 Meridian Street, Huntsville, Alabama Or mail to: P.O. Box 305, Normal, Alabama 35762