

### MEDICAL PROVIDER VERIFICATION REASONABLE ACCOMMODATION

The information requested below is CONFIDENTIAL and will be used to determine an appropriate reasonable accommodation for work-related limitations due to a qualifying disability. Please see the important note at bottom of page regarding disclosure of genetic information. A meeting will be scheduled with the employee/applicant to begin the interactive process and discuss the accommodation request. For employees, the supervisor will be included in the interactive process. For more information regarding accommodation, you may also visit the SDSU Human Resources website at <http://hr.sdsu.edu>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY. This form is to be completed by a licensed healthcare provider and returned to the Center for Human Resources, Labor & Employee Relations.

Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### A. Questions to Help Determine the Employee's Specific Limitations

In order to qualify for a reasonable accommodation, an employee must have either a disability which results in an impairment that limits one or more major life activities, or a record of such impairment. Your answers to the following questions may help determine whether the employee has such an impairment or record thereof. <sup>1</sup> Please refer to the attached *Guideline for Evaluating Impairment and Job Description* when completing the form. If you have any questions or concerns, please contact our office at (619)594-8322.

1. Is the impairment or medical condition long-term or permanent? Yes  No
2. If **NOT** permanent, how long will the impairment or medical condition likely last? \_\_\_\_\_

Please answer the following questions based on what limitations the employee has when his or her condition is **in an active state and no mitigating measures are used**. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, and learned behavioral or adaptive neurological modifications. Mitigating measures do not include ordinary eyeglasses or contact lenses.

3. Does the impairment or medical condition limit a major life activity? Yes  No   
*A condition "limits" a major life activity if it makes the achievement of the major life activity more difficult.*

4. If yes, what is/are the functional limitation(s)?  
*Example: walking limited to .5 miles at a time, limit standing to no more than 30 minutes at a time, no lifting over 10lbs. for two weeks, etc.*

*Please DO NOT provide a diagnosis or indicate specific medical conditions.*

CONTINUED ON NEXT PAGE.

<sup>1</sup> 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.

Major Life Activity	Duration	Severity
<i>Example: Standing</i>	<i>Two weeks</i>	<i>Limit to 30 min at a time</i>
Bending		
Bladder/bowel		
Breathing		
Circulatory		
Communicating		
Concentrating		
Digestive		
Hearing		
Interacting with others		
Learning		
Lifting ( lbs.)		
Performing manual tasks		
Reaching		
Reading		
Seeing		
Sitting		
Sleeping		
Speaking		
Standing		
Thinking		
Walking		
Other (Specify):		
Other (Specify):		
Other (Specify):		

CONTINUED ON NEXT PAGE.

**B. Other Comments**

**C. Medical Provider Information**

Medical Provider Name: \_\_\_\_\_

Name of Medical Practice: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Medical Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, this form may be returned to the employee, emailed to our office at [chr.ler@sdsu.edu](mailto:chr.ler@sdsu.edu), or mailed to the address below.

**Center for Human Resources  
Attn: Labor and Employee Relations  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92020**

## Guidelines For Evaluating Impairments

### An Impairment is:

- Any physiological disease, disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory {including speech organs}, cardiovascular, reproductive, immunological, digestive, genitourinary, hemic and lymphatic, skin and endocrine [a "physical" impairment].
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities; or any such disorder that requires special education or related services [a "mental" impairment].
- Not a physical characteristic such as eye or hair color, left-handedness, or height/weight within normal range.
- Not a personality or character trait such as irritability, chronic lateness, or poor judgment.
- Not an environmental, cultural, or economic disadvantage such as a lack of education or a prison record.

### An Impairment Rises to the Level of a Disability if it:

- Limits a major life activity, as compared to the ability of the average person in the general population to perform that activity. Major life activities may include a particular job, a class of jobs, or any of the following:
  - Walking
  - Speaking
  - Breathing
  - Seeing
  - Hearing
  - Learning
  - Caring for Oneself
  - Working
  - Sitting
  - Standing
  - Reaching
  - Communicating
  - Concentrating
  - Interacting with Others
  - Reading
  - Lifting
  - Thinking
  - Sleeping
  - Socializing
  - Performing Manual Tasks
- Is not a temporary impairment such as a broken limb with no long-term complications.
- Is a temporary impairment that develops into a long-term impairment {e.g., a broken leg that heals improperly and results in a limp, an operation that results in chronic bowel dysfunction, etc.}.
- Consists of two or more impairments not disabling by themselves which have a combined effect of limiting a major life activity {for example: mild arthritis and mild osteoporosis combine to result in inability to move one's hands, etc.}.

Under California's Fair Employment and Housing Act {FEHA}, whether an impairment limits a major life activity is determined without reference to mitigating measures, unless the mitigation itself limits a major life activity.