

Certification of Health Care Provider - Family Member's Serious Health Condition

To be completed by the district:

The Family Medical Leave Act (FMLA) provides that a district may require an employee seeking FMLA leave 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. Employees may not be asked to provide more information than allowed under the FMLA regulations. The district will maintain records and documents relating to medical certification, recertifications, or medical histories of employee's family members, created for FMLA purposes, as confidential medical records in separate files from personnel files and in accordance with 29 C.F.R § 1630.14(c)(1), if the Americans with Disabilities Act applies.

District contact person: _____

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

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

Employee's name: _____
Please print Last First Middle

Relationship and name of family member for whom employee will provide care _____
Relationship

Last First Middle

If family member is your son or daughter, date of birth _____

Describe the care you will provide to your family member and estimate leave needed to provide care: _____

Employee's Signature

Date

To be completed by the health care provider:

The employee listed above has requested leave under the FMLA to care for your patient. 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 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 & business address: _____

Type of practice/medical specialty: _____
Telephone: _____ Fax: _____

Medical Facts

1. Approximate date condition commenced: _____

Probable 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 at least twice per year due to the condition? Yes No

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? 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 deliver date: _____

- 3. 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: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs or the provision of physical or psychological care.

- 1. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? Yes No

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

During this time, will the patient need care? Yes No

Explain the care needed by the patient and why such care is medically necessary.

- 2. Will the patient require follow-up treatments, including any time for recovery?
 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:

Explain the care needed by the patient, and why such care is medically necessary:

- 3. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? Yes No

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hours per day; _____ day(s) per week from _____ through _____

- 4. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? Yes No

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 months (e.g., one episode every three months lasting one to two days):

Frequency: _____ times per: week / month

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

Does the patient need care during these flare-ups? Yes No

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

Signature of Health Care Provider

Date