



MEDICAL INQUIRY FORM IN RESPONSE TO AN ACCOMMODATION REQUEST (07-2021)

Instructions: The employee should have his/her medical provider complete this form. This medical inquiry is needed to process accommodation requests.

A. Questions to help determine whether or not an employee has a disability

A person has a disability under the Americans with Disabilities Act (ADA) if that person has an impairment that substantially limits one or more major life activities. The following questions may help determine whether or not an employee has a disability:

Does the employee have a physical or mental impairment: Yes No

If yes, what is the impairment: _____

Is the impairment long term or permanent? Yes No N/A

If *not* permanent, how long will the impairment likely last? _____

Does the impairment affect one or more major life activities? Yes No

If yes, what major life activity (ies) is/are affected? This list is not all-inclusive;

Caring for Self Breathing Hearing Seeing Speaking

Walking Standing Sitting Bending Reaching

Thinking Concentrating Reading Communicating

Interacting with Others Performing Manual Tasks Lifting

Sleeping Toileting

Normal functioning of: immune system, cell growth, digestive, bowel, bladder, neurological, brain
Respiratory, circulatory or endocrine functions

Other _____

B. Questions to help determine whether or not an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether or not the requested accommodation is needed because of the disability:

What job function(s) is (are) the employee having trouble performing because of the limitation(s)?

What limitation(s) is (are) interfering with job performance?

How does the employee's limitation(s) interfere with their ability to perform the job function(s)?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance? If so, what are they?

How would your suggestions improve the employee's job performance?

D. Comments.

Medical Professional's Signature and Title: _____

Date: _____