

MEDICAL INQUIRY FORM IN RESPONSE TO AN ACCOMMODATION REQUEST

Request job description

A person is considered to have an impairment under the ADA if there is a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. The following questions may help determine whether an employee has an impairment as defined under the ADA and ADAAA.

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

What is the impairment? _____

Is the impairment long-term or permanent? Yes No

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

Is the impairment intermittent or only presents impairment when in an active stage?

Does the impairment affect a major life activity?¹ Yes No

If yes, what major life activity(s) is/are affected? _____

Accommodation is a modification or adjustment to a job, an employment practice or the work environment for an applicant or employee with known qualifying physical or mental limitation(s). The following questions may help determine whether a requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance: _____

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

How does the employee's limitation(s) interfere with his/her ability to perform the job functions?

The following questions may help determine effective accommodations:

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

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

Comments:

Medical Professional's Signature

Date

¹**Major Life Activities** includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and the operation of a major bodily function, such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.