



Certification of Health Care Provider Form – Family Member’s Condition

Employee Instructions: This form must be completed by a practitioner for the employee’s family member’s health condition. The employee should provide this information to his/her department for the purposes of sick leave usage, sick pool eligibility, and Family and Medical Leave Act (FMLA) eligibility.

Physician’s Instructions: 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 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. Please provide medical history information regarding your patient only to the extent necessary to fully respond to all relevant items below. **Please do not use abbreviations on any of the fields.**

1. Employee’s Name	2. UIN	3. Date
2. Patient (employee’s family member)		
4. Patient’s relationship to Texas A&M employee: <input type="checkbox"/> Child → If child, list date of birth: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Other: _____	5. Medical facts, symptoms, or diagnosis of patient’s condition:	
6. Approximate date condition commenced:	7. Estimated duration of condition: <input type="checkbox"/> Lifetime <input type="checkbox"/> Unknown <input type="checkbox"/> Undetermined <input type="checkbox"/> Other (list approximate end date if possible): _____	8. Is condition pregnancy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, expected delivery date: _____
9. FOR FMLA ELIGIBILITY: Please check any applicable category or categories relating to the PATIENT referenced in box 2:		
<p>a. <input type="checkbox"/> Incapacity of More Than Three Calendar Days - This period of incapacity involves:</p> <ul style="list-style-type: none"> • treatment two or more times by a health care provider; • treatment by a health care provider on at least one occasion with prescribed medication; and/or • treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment (including prescriptions) <p>b. <input type="checkbox"/> Pregnancy – Any period of incapacity due to pregnancy or for prenatal care.</p> <p>c. <input type="checkbox"/> Hospital Care – inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility</p> <p>d. <input type="checkbox"/> Intermittent Incapacity / Chronic Conditions Requiring at Least Two Treatments Per Year (i.e., migraine headaches, diabetes, fibromyalgia)</p> <p>e. <input type="checkbox"/> Permanent/Long-term Conditions Requiring Supervision – (i.e., Alzheimer’s, severe stroke, terminal illness)</p> <p>f. <input type="checkbox"/> Multiple Treatments (Non-Chronic Conditions) – (i.e., physical therapy for severe arthritis or dialysis for kidney disease)</p> <p>g. <input type="checkbox"/> None of the Above.</p>		
10. AMOUNT OF CARE NEEDED: Please check the following statement(s) that apply to the patient’s need for the employee’s care resulting from the injury or illness. Such care may include basic medical care and hygiene, transportation, psychological comfort, etc.:		
<p>a. Will the patient be incapacitated for a single continuous period of time due to his/her medical condition, including time for recovery? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, estimate the beginning date of incapacity _____ and estimate the employee’s return to work date (the date the patient no longer needs the employee’s care) _____.</p> <p>b. Will the employee need to remain off work to care for the patient until the patient’s next medical evaluation? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give next date of evaluation: _____.</p> <p>c. Will the patient require care on an intermittent or reduced schedule basis, including time for recovery? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, estimate the hours the patient needs care on an intermittent basis, if any: _____ hours per day, _____ days per week from _____ (date) through _____ (date).</p> <p>d. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? <input type="checkbox"/> No <input type="checkbox"/> Yes Will the patient need care during the episodic flare-ups? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes →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 the patient may have over the next 6 months (e.g. 1 episode every 3 months lasting 1-2 days): Frequency: _____ times per <input type="checkbox"/> week <input type="checkbox"/> month Duration: _____ <input type="checkbox"/> hour(s) or <input type="checkbox"/> day(s) per episode.</p>		

11. FOLLOW-UP APPOINTMENTS, REGIMEN OF TREATMENT, ETC. FOR PATIENT IN BOX 2:

Will the employee be needed to assist the patient to attend follow-up treatment appointments because of his/her medical condition? Yes No

If Yes, please provide the date(s) of the scheduled appointments. If date(s) are not firm, please estimate:

12. EMPLOYEE: Describe the care you will provide to your family member and estimate the leave needed to provide the care:

EMPLOYEE SIGNATURE

DATE

13. PRACTITIONER: Please give any additional information, if any, relative to previous questions in this form:

Physician's Signature: _____

Date: _____

Physician's Printed Name: _____

Telephone Number: _____

Field of Specialty: _____

Fax Number: _____

SUBMIT FORM TO:

Your Department's Leave Administrator
or
Appropriate Designee

NEED HELP?

HROE Employee Relations Department
Phone: 979.862.4027 | FAX: 979.862.3610
Employee-Relations@tam.u.edu