MEDICAL INQUIRY FORM
RESPONSIVE TO ACCOMMODATION REQUEST

FOR COMPLETION BY EMPLOYEE

Employee’s Name: ________________________________

Authorization for Release of Medical Information

I authorize my Healthcare Provider to release medical information that is specifically related to and necessary for my employer to determine whether I have a disability for which an accommodation(s) may be needed. I authorize my Healthcare Provider to speak directly to my Agency ADA Coordinator in regards to my medical condition and its effects upon my ability to perform the essential functions of my job. I understand that I may refuse to sign this Authorization. However, I understand that my failure to permit these disclosures may impact my employer’s ability to fully address my request for accommodation.

Employee’s Signature: ________________________________ Date: ____________

FOR COMPLETION BY HEALTHCARE PROVIDER

SECTION 1: Questions to determine whether employee has a disability
For reasonable accommodation under the Americans with Disabilities Act (ADA), an employee has a disability if he/she has an impairment that substantially limits one or more major life activities or has a record of such an impairment. The following information may help to determine whether an employee has a disability:

Does the employee have a physical or mental impairment?

☐ Yes (proceed to section A. below) ☐ No (discontinue completion of form)

A. What is the impairment or the nature of the impairment? ________________________________
   ________________________________
   ________________________________

B. Does the impairment substantially limit a major life activity as compared to the general population?

☐ Yes ☐ No

C. What major life activity(s) and/or major bodily function(s) is limited?

   Major Life Activities:
   □ Bending □ Breathing □ Caring for Self □ Concentrating
   □ Other:
   □ Eating □ Hearing □ Interacting with Others □ Learning
   □ Lifting □ Performing Manual Tasks □ Reaching □ Reading
   □ Seeing □ Sitting □ Sleeping □ Speaking
   □ Standing □ Thinking □ Walking □ Working

   Major Bodily Functions:
   □ Bladder □ Circulatory □ Hemic □ Neurological
   □ Bowel □ Digestive □ Immune □ Normal Cell Growth
   □ Brain □ Endocrine □ Lymphatic □ Operation of an Organ
   □ Cardiovascular □ Genitourinary □ Musculoskeletal □ Reproductive
   □ Other:
   □ Respiratory □ Special Sense □ Organs & Skin

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D. Describe any functional limitations caused by the impairment:


SECTION 2: Questions to help determine whether 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 information may help determine whether the requested accommodation is needed because of the disability:

A. What job duties is the employee unable to perform or having difficulty performing?


B. How does the employee’s functional limitation(s) interfere with his/her ability to perform required job duties?


Health Care Provider’s Signature: ___________________________ Date: ____________

Health Care Provider’s Name (Printed):______________________________
Practice Specialty: ____________________________
Clinic Name: ____________________________
Address: ____________________________
Telephone #: ____________________________ Fax #: ____________________________

RETURN COMPLETED FORM DIRECTLY TO CHRISTINA CARDONA, DOA ADA COORDINATOR
By Fax to: (225) 219-9558; or, email to: Christina.Cardona@la.gov