Frequently Asked Questions:
Medical Information Form for Employee Accommodation

This FAQ is intended to help providers understand what the Medical information Form is, why they are being asked to complete it, and how it impacts an employee’s request for reasonable accommodation under the Americans with Disabilities Act. This document is provided by the Accessibility and Inclusion Work Group of Staff Senate at Virginia Commonwealth University (VCU).

Virginia Commonwealth University is obligated to provide reasonable accommodations to eligible employees in compliance with the Americans with Disabilities Act. An “Accommodation” is a modification or adjustment to a job or work environment that will enable otherwise qualified individuals with a disability to perform the essential functions of the job. Employees may request specific accommodations. Accommodations may also be agreed to in collaboration with the supervisor, the employee, and the responsible VCU official (ADA Specialist).

The Medical information Form is completed by the employee’s qualified treating professional who provides information regarding the nature, severity, and duration of an employee’s condition. Additionally, if the employee requests a specific accommodation, the Medical Information Form substantiates the relation of that accommodation to the employee’s condition. It also verifies that the accommodation allows the employee to perform the essential functions of their position.

1) Am I determining eligibility for an accommodation?
No. ADA Services staff at Virginia Commonwealth University determine if the employee is eligible for accommodations under ADA. The Medical Information Form provides your professional opinion regarding the nature, severity, and duration of the employee’s condition and how it impacts an employee’s ability to perform daily life activities.

2) Am I determining what accommodation will be provided?
No. This form offers providers the opportunity to recommend reasonable accommodations. However, it is the responsibility of the ADA Services staff to work with the employee and the employer to determine what accommodations, if any, will be provided under the ADA.
5) Am I certifying which are the “essential functions” of a job?
No. The essential functions of a position and what, if any, accommodations are provided are determined in collaboration with the employee’s supervisor and ADA Services staff.

4) Are ADA accommodations permanent?
Not always. The employee may request different or additional accommodations if their condition or needs change. ADA Services staff will consult with the employee and the supervisor to determine what additional accommodations may be required, if any.

*NOTE: The COVID 19 crisis has necessitated short-term, interim accommodations while employees seek care for newly acquired conditions and changes in condition status.*

5) What if the employee is a new client?
Providers should complete the Medical Information Form as soon as possible.

Some providers are hesitant to complete the form for a new client/patient or for a newly acquired condition. Providers sometimes feel they need more context to inform a treatment plan or care recommendations.

Please note that ADA accommodations are not treatment plans. Equity and Access Services makes no recommendations regarding the care or the treatment of an employee’s condition. The Medical Information Form is relevant to the employee’s current status and current need, and not potential future need (see FAQ number 4).

*If you have any questions or concerns, please contact ADA Services at ADAservices@vcu.edu or (804) 828-1347.*