



CITY OF MEMPHIS

Medical Certification for FAMILY SICK BANK

SECTION 1: To be completed by the EMPLOYEE:

Name of Employee (Print): _____
LAST FIRST MI

Division: _____ Job Title: _____

Employee Contact Information: _____ (phone) _____ (email)

My regular work hours/schedule is: _____ to _____ from _____ a.m./p.m. to _____ a.m./p.m.
(days of the week)

I authorize do not authorize (check one) the health care provider identified below to provide the information requested on this form for the purpose of determining if I qualify for Sick Bank leave and for a designated City of Memphis Human Resources Professional to contact the health care provider to authenticate and/or clarify the information, if needed. I understand that if I do not agree to this authorization, my Sick Bank leave request could be delayed or denied.

Employee's Signature: _____ Date: _____

An employee who fraudulently obtains Sick Bank leave will be subject to disciplinary action, up to and including termination.

Name and relationship of family member needing your care: _____

If family member is your child, provide the date of birth of the child: _____

Describe the care you will provide to your family member and estimate time needed to provide care: _____

SECTION 2: To be completed by the HEALTH CARE PROVIDER only:

Instructions to the Health Care Provider: Your patient has indicated a need for leave under the City of Memphis Sick Bank. Answer fully and completely ALL applicable parts. Your answer should be your best estimate based on your medical knowledge and experience. "Unknown" or "Indeterminate" is not sufficient to determine Sick Bank coverage. Limit your responses to the condition for which the employee is seeking leave. Failure to provide sufficient information may cause the employee's Sick Bank Leave request to be delayed or denied.

Part A: Medical Facts:

Approximate date condition began: _____ Probable duration: _____

Mark below as applicable:

1. Was the patient admitted for an overnight stay in the hospital, hospice, or residential medical care facility?
 Yes No If yes, date(s) of admission: _____
2. Dates you have treated the patient for this condition: _____
3. Will the patient need to have treatment visits at least twice per year due to the condition? Yes No
4. Was medication other than over-the-counter medication prescribed? Yes No
5. Is your patient reliant on others for transportation for medical care? Yes No
6. Was the patient referred to other health care provider(s) for evaluation or treatment (e.g. physical therapist)? Yes No
If yes, state the nature of such treatments, expected duration of treatment, and the name of other medical provider: _____

Continued: Name of Employee (Print): _____

LAST

FIRST

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7. Is the medical condition due to pregnancy complications of the spouse? Yes No
If yes, expected delivery date: _____

8. Describe relevant medical facts related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment): _____

Part B: Amount of Leave Needed: (Please answer the following questions based on the employee's work hours and schedule – in Section 1 of this form.)

1. Will the patient be incapacitated for a single continuous period of time including any time for treatment and recovery during the hours the employee works? Yes No
a. During this time, will the patient need care during the hours the employee works? Yes No
If yes, estimate the beginning and ending dates for the period of incapacity: _____
If yes, explain the care and why such care is medically necessary: _____

2. Will the patient require care due to follow-up treatment appointment(s) including time for recovery during the hours the employee works?
 Yes No
a. If any, estimate treatment schedule including the dates of scheduled appointments and the time required for each appointment, including any recovery period: _____

b. Will the patient require care on an intermittent or reduced schedule basis including time for recovery during the hours the employee works?
 Yes No If yes, please estimate the hours the patient needs care on an intermittent basis, if any:
_____ # Hour(s) per day _____ # Day(s) per week or _____ # Days(s) per month From _____ (Date) through _____ (Date)

If yes, explain the intermittent care and why such care is medically necessary: _____

3. Will the condition cause episodic flare-ups which prevent the patient from participating in normal daily activities? Yes No
a. 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 that the patient may have (e.g. an episode every 3 months lasting 1 day):
Frequency: _____ # times per week or month
For: _____ # hours or _____ # day(s) per episode
From: _____ (date) to _____ (date)

b. Does the patient need care during these flare-ups? Yes No
If yes, explain the care and why such care is medically necessary: _____

GINA Notification to Health Care Providers: 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 employees or their family members. In order 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 an individual's family medical history, 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.

Signature of Health Care Provider: _____ Date: _____

Printed Name of Health Care Provider: _____

Type of Practice/Medical Specialty: _____

Contact Information of Health Care Provider: _____
(Address)

(Phonumber)

(Fax)

(Email address)