Letter to Healthcare Provider to request medical information after a Request for Reasonable Accommodation has been submitted

Re:

Dear_____:

_____is currently employed by Mansfield Independent School District as a _____at_____School. The employee has requested an accommodation to enable him/her to perform the essential functions of his/her position as a result of having physical or mental impairment. As a result, I am seeking information concerning the employee's condition and his/her ability to perform the essential job functions of his/her position.

I have attached a Medical Release signed and dated by the employee, as well as the employee job description and a Physician's Request for Accommodations form. **Please complete the Physician's Request for Accommodations form and return to:**

Dr. Jennifer Stoecker, Associate Superintendent of HR
605 E. Broad
Mansfield, TX 76063

You may fax the request to (817) 473-5488 or e-mail it to JenniferStoecker@misdmail.org.

Please note that the Genetic Information Nondiscrimination Act of 2008 (GINA) (29CFR 165.8(b)(l)(i)(B)) 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, please do 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 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 embryo lawfully held by an individual or family member receiving reproductive services. Please do not send office visits noted as they may contain medical information not relevant to the request for accommodation.

If you have any questions regarding the essential job functions or how they relate to the employee's condition, I encourage you to contact me at 817-299-6325. Thank you in advance for your assistance.

Sincerely,

Dr. Jennifer Stoecker
Human Resource Services
Mansfield Independent School District

cc: employee's file