

Appendix B: DHS HQ Medical Statement Form

Employee/Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Program Office: \_\_\_\_\_

What is the diagnosed impairment/condition?

What is the duration of the impairment?

Days: How many? \_\_\_\_\_  Months: How many? \_\_\_\_\_

Weeks: How many? \_\_\_\_\_  Indefinite

What major life functions/bodily functions does the impairment limit?

How does this impairment affect the employee's ability to perform daily essential job functions; (Job duties so fundamental to the position that the position requirements cannot be fulfilled without successful performance of these duties)?

List with specificity the workplace modifications (accommodations) that could enable the employee to perform his or her job functions (examples include, but are not limited to, assistive technology, workstation modifications, modified work schedule, time off, ergonomic chair, periodic work breaks, working all or some days from home, assistive listening devices). Please indicate the duration, if known, that the modification is required.

DHS HEADQUARTERS REASONABLE ACCOMMODATION PROCEDURES

How will the recommended accommodations enable the employee to perform the essential job functions?

Are there alternative accommodations available that would be effective?

Medical Provider's Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ Address: \_\_\_\_\_

## **PRIVACY ACT AND GINA STATEMENTS**

All medical confidential information will be handled in accordance with 5 C.F.R. Part 293 (Personnel Records), 5 C.F.R. Part 297 (Privacy Provisions for Personnel Records), 5 USC 552a(b) (Conditions of Disclosure), OPM/GOVT-10 (Employee Medical File System Records, including authorized "Routine Uses" for those records), and the Privacy Act of 1974 and subsequent amendments.

DHS requests that medical records furnished pursuant to this request comply with the restrictions imposed by the Genetic Information Nondiscrimination Act of 2008 (GINA). 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, DHS is asking that no genetic information be provided 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.