RETURN THIS FORM TO ORU HUMAN RESOURCES

ORAL ROBERTS UNIVERSITY
Family and Medical Leave Act

Appendix B
Certification of Health Care Provider for Family Member's Serious Health Condition

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care from a covered family member with a serious health condition to submit a medical certification issued by a health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C/F/R/ § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: Oral Roberts University
Gina Klaver, Dir. of Human Resources
Tel: (918) 495-7163 Fax: (918) 495-7563

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R § 825.305.

Your name:_____
First Middle Last

Name of family member for whom you will provide care:_____
First Middle Last

Relationship of family member to you:_____

If family member is your son or daughter, date of birth:_____

Describe care you will provide to your family member and estimate leave needed to provide care:

_____

_____

_____

_____

_____ _____

Employee Signature Date

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms as "lifetime", "unknown", or indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 4 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address:_____

Type of practice/Medical specialty:_____

Telephone: (_____)_____Fax:_____

PART A: MEDICAL FACTS

1. Approximate date of condition commenced:_____

   Probable duration of condition:_____

   Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
   ___NO _____YES. If so, date of admission:_____

   Dates(s) you treated the patient for condition:_____

   Was medication, other than over-the-counter medication, prescribed? _____NO _____YES.

   Will the patient need to have treatment visits at least twice per year due to the condition? ___NO ___YES

   Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)? _____NO ___YES If so, state the nature of such treatments and expected duration of treatment:

   _____

   _____

   _____

2. Is the medical condition pregnancy? ____NO ___YES If so, expected delivery date:_____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as use of specialized equipment):

_____

_____

_____

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? _____NO ___YES

   Estimate the beginning and ending dates for the period on incapacity:_____

   During this time, will the patient need care? ___NO ___YES

   Explain the care needed by the patient and why such care is medically necessary:_____

   _____

   _____

5. Will the patient require follow-up treatments, including any time for recovery? _____NO ___YES

   Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

   _____

   Explain the care needed by the patient, and why such care is medically necessary:_____

   _____

6. Will the patient require on an intermittent or reduced schedule basis, including any time for recovery? ___NO ___YES

   Estimate the hours the patient needs on an intermittent basis, if any:
   _____ Hour(s) per day; _____ days per week from _____ through _____

   Explain the care needed by the patient, and why such care is medically necessary:_____

   _____

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? _____NO _____YES

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 over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency:_____ times per _____ week(s) _____month(s)

Duration:_____ hours or _____ day(s) per episode

Does the patient need care during these flare-ups? _____NO ___YES

Explain the care needed by the patient, and why such care is medically necessary:_____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Signature of Health Care Provider

Date