# Health Care Provider Inquiry Instruction Sheet

As a supervisor, there may come a time when you will need to obtain clarification concerning an employee’s work restrictions. While you should **not** directly contact an employee’s health care provider, you can request the employee to obtain this information for you. The two documents which follow this information sheet can assist you in this process.

Health Care Provider Inquiry Process

 Complete the general information/identification sections on both the Health Care Provider Inquiry Cover Letter and the Work Status Form.

 Obtain a copy of the employee’s job description noting essential job functions and PEM form.

 Inform the employee that you need further clarification concerning his/her work abilities and/or restrictions.

 Give the employee the Health Care Provider Inquiry Cover Letter, Work Status Form, and job description with PEM form.

 Ask the employee to take these documents to his/her Health Care Provider for completion.

 Inform the employee that his/her Health Care Provider should complete the Work Status Form and return to the employee.

 Inform the employee that once returned by the Health Care Provider, he/she should immediately return the Work Status Form to you.