Click or tap to enter a date.

Name of Health Care Professional, MD
Name of Agency
Street Address
City, State, and Zip Code

Re: Name of Employee
 Employee’s Unit, Academic or Medical Center

Dear Name of Health Care Professional,

Recently, we were advised that you provided treatment for a mental or physical condition that may affect Name of Employee’s ability to perform essential job functions. We have commenced a dialogue with the employee in an attempt to determine whether an accommodation may be necessary.

In order to assess the employee’s need for a reasonable workplace accommodation, it is essential that you provide us with the following information as soon as possible:

1. A description of the nature and severity of the employee’s condition.
2. Your prognosis as to the duration of the employee’s condition.
3. Limitations/restrictions on the employee’s regular activities as a result of the condition and/or the treatment of the condition (e.g., limitations/restrictions on the employee’s ability to stand, sit, walk, climb stairs, operate a motor vehicle, read).
4. Your opinion as to whether the condition precludes the employee from performing any of the essential job functions, and, if so, your opinion as to the nature and duration of such limitation(s). In order to assist you in this regard, enclosed is the University of Virginia’s the Medical Information Request Form, and a description of the employee’s essential job functions.

**Please do not send us medical records or genetic information.** The Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits employers and other entities covered by GINA from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we request 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.

Please contact me at contact phone number of the HR Business Partner, if you require any additional information in order to thoroughly and completely address the foregoing matters.

Thank you for your anticipated prompt response to this request.

Best regards,

Name of HR Business Partner
HR Business Partner’s Title
Agency, University of Virginia or University of Virginia Medical Center

Enclosures: Healthcare Information Request Form and description of the employee’s essential job functions