

Documentation of Disability Form

Employee Section

To initiate a request for accommodation, please complete the Accommodation Request Form, and have your physician or medical provider complete this form. Sign the Release of Information below. Questions may be directed to the Director of Employee Relations / ADA Coordinator at (828) 251-6605. Your physician or medical provider should send this completed form to:

Director of Employee Relations / ADA Coordinator
The University of North Carolina at Asheville
Phillips Hall, CPO #1450
One University Heights
Asheville, NC 28804-8503

Release of Information:

I, _____, hereby authorize the release of the following information to The University of North Carolina at Asheville for the purpose of determining reasonable accommodations.

Signature: _____ Date: _____

Diagnosing Professional Section:

To ensure reasonable and appropriate accommodations, employees must provide current documentation of the disability. The Americans with Disabilities Act defines a disability as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. As the diagnosing professional, you are asked to fully complete all sections of this form. Additional reports or information can be attached if necessary. We have attached a job description for your review, including essential job functions and an ADA checklist. Thank you for your assistance.

I. Diagnosis (*Please attach test results, e.g. an eye report with visual acuity and fields, audiology report, PT/OT evaluation, neuropsychological report, etc., and any additional information as necessary.*)

Primary Diagnosis: _____

Date of Diagnosis: _____

History of Illness: _____

Describe the nature and severity of the impairment: _____

Is the condition persistent and long-term? _____

If temporary, what is the expected duration? _____

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II. Medication and/or Corrective Measures

Describe whether medication and/or corrective measures that may correct the impairment have been prescribed (e.g. medication lowers high blood pressure to acceptable level, or corrective lenses improve vision to 20/40).

III. Substantial Functional Limitations

Definition: Employee is significantly restricted in comparison to the average person in the general population as to the conditions, manner or duration under which activities can be performed.

How does the impairment, in its corrected or medicated condition, affect the employee in the activities required in the workplace? Does the condition interfere with the employee’s major life activities, and to what extent? (E.g. breathing, caring for self, hearing, learning, performing manual tasks, seeing, speaking, walking, working, or other). List the **substantial functional limitations** (e.g. cannot read regular size print, slow reading speed, slow speech, limited dexterity, or other).

Diagnosis/Condition(s): _____

Major Life Activity(ies): _____

Substantial Functional Limitation(s): _____

IV. Recommended Accommodations

Please list your recommended accommodations (e.g. accessible buildings, alternate format materials such as large print, Braille, assistive technology, or other).

If the requested accommodation is time off from work, how much leave is recommended? _____

Are there any activities or situations that should be avoided or that would present a significant risk of serious injury or death for the employee or others? _____

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Thank you for your assistance in providing this information so that we may provide services as soon as possible. Please attach your business card or other form of identification and send this document to:

**Director of Employee Relations / ADA Coordinator
The University of North Carolina at Asheville
Phillips Hall, CPO #1450
One University Heights
Asheville, NC 28804-8503**

Certifying Qualified Medical Provider/License Number: _____

Name/Degrees/Title: _____

Business Address: _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____