



# INITIAL REQUEST FOR MEDICAL DOCUMENTATION

Your patient is an employee with the U.S. Department of Energy (DOE) and has requested a reasonable accommodation under the Rehabilitation Act of 1973 due to functional limitations caused by a disability. Please complete this document starting on page three, excluding any genetic information prohibited by the Genetic Information Nondiscrimination Act of 2008 (GINA), and provide it to your patient so they may return it to their DOE Local Reasonable Accommodation Coordinator (LRAC).

The LRAC is the individual assigned to determine whether the employee is an individual with a disability, as defined by Federal law. They will assist the Designated Management Official (DMO) in deciding on the request for accommodation. Failure to provide sufficiently acceptable, or insufficient, medical documentation may result in denial of the employee's request for accommodation. If you have any questions, please feel free to contact the LRAC.

## CONTACT INFORMATION

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

\_\_\_\_\_  
Employee's Full Name

\_\_\_\_\_  
LRAC Name

\_\_\_\_\_  
LRAC Phone No.

\_\_\_\_\_  
LRAC Email

## DETAILS FOR THE EMPLOYEE'S HEALTHCARE PROVIDER

Your patient states the following about their disability, the impact such disability has on the key duties/privileges of employment/benefits, and the requested accommodation they believe will be effective:

**Please do NOT provide a copy of the patient's complete medical history.**

GINA prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member, except as specifically allowed by this law. To comply with this law, we are asking 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.

GINA defines genetic information as including, "the manifestation of a disease or disorder in family members of such individual," as defined by the Commission. This means manifestations with respect to a disease, disorder, or pathological condition that an individual has been or could reasonably be diagnosed with based principally on genetic information.



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Healthcare Provider Name

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Healthcare Provider License Number

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Healthcare Provider Signature

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Today's Date

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HCP Healthcare Provider Facility Address

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Healthcare Provider Phone No.

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Healthcare Provider Email

#### PRIVACY ACT STATEMENT

**AUTHORITY:** The Americans with Disabilities Act Amendment Act of 2008 (42 U.S.C. § 12101 et seq.) and the Department of Energy Organization Act (42 U.S.C. § 7101) authorizes the collection of this information. The information provided through this form is covered by a DOE Privacy Act system of record, DOE-33, *Personnel Medical Records*, which was last updated in volume 74 of the Federal Register, pages 1032-1035, published on January 9, 2009.

**PURPOSE:** This information is needed to evaluate and process employee requests for reasonable accommodation at the Department of Energy.

**ROUTINE USES(S):** This information will be used by and disclosed to DOE personnel, contractors, or another federal agency who will need the information to facilitate credentialed access to a federal government facility. DOE may disclose this information in courts or in administrative proceedings, to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings, or discussion in open court) if the disclosure is relevant and necessary for the proceeding and compatible with the purpose for which the Department originally collected this information. This information may be provided to DOE employees or contractors who have a need for the information in the performance of their duties or to fulfill contract requirements, pursuant to the purpose established in DOE-33.

**DISCLOSURE:** This information (including additional identifying data) is required and necessary to process an individual's request for reasonable accommodation. A request cannot be processed if required information is missing.

*This serves as record of the employee's reasonable accommodation. A copy of this document will be retained by*

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VISIT US: [HCnet.doe.gov/reasonable-accommodation](https://hcnet.doe.gov/reasonable-accommodation)



U.S. DEPARTMENT OF  
**ENERGY**