



To: Cory Wathen, VPA
From:

Medical Report Routing Sheet

(updated on 11/01/12)

This document is to be completed by the direct manager/supervisor and used as an attachment to medical reports turned in by employees related to one of the following (please check one):

- Workers compensation issue
- ADA (Americans with disabilities act) issue
- Non-work related injury that has resulted in work restrictions

This form is not required for simple doctors notes related to sickness that do not create work restrictions nor are related to any of the aforementioned situations.

The intent of this routing sheet is to ensure all medical reports are legible, are being complied with, are being turned in on a timely basis and have been routed through the appropriate manager/supervisor prior to coming to the VPA's office. The supervisor/managers signature below attests to the following:

- 1. The attached medical report is legible and understood by the manager/supervisor and all work restrictions will be complied with.*
- 2. If the medical report is not legible, it is the employee's responsibility to ensure a legible one is obtained immediately. This is necessary because an illegible medical report could lead to work conditions being allowed that will further injure the employee.*
- 3. All medical reports should be routed from the submitting employee through their manager/supervisor and then to the VP's office.*
- 4. VP's office will sign and forward to appropriate DO office.*
- 5. Light duty assignments only apply to workers compensation situations and are not permissible when related to other types of injuries.*
- 6. The manager/supervisor should keep copies of all medical reports sent for their files and for attachments as required for absence reports or other district forms.*

Employee Name: _____ **Date on Medical Report:** _____

Manager/Supervisor Signature: _____ **Date:** _____

VPA's Signature: _____ **Date:** _____