**SAMPLE MEDICAL INQUIRY FORM IN**

**RESPONSE TO AN ACCOMMODATION REQUEST FOR THE HIRING PROCESS**

***Note:*** *This form should be customized each time it is used. Under the ADA, employers should only ask for medical documentation necessary to establish that a candidate/applicant has an ADA disability, and that the disability necessitates a reasonable accommodation. Do not ask for information you already have or do not need.*

|  |  |  |
| --- | --- | --- |
| **A. Question to help verify that the accommodation is needed because of a disability.** | | |
| For reasonable accommodation under the ADA, an individual is only entitled to an accommodation if the individual has a disability that creates the need for an accommodation. The following question may help determine whether an individual applying for a position with our company qualifies for an accommodation: | | |
|  | | |
| Your patient \_\_\_\_\_\_\_\_\_\_ has requested \_\_\_\_\_\_\_\_\_\_ \_ as an accommodation for a disability. Can you verify that \_\_\_\_\_\_\_\_\_\_\_ has a medical condition that creates the need for the accommodation? | Yes | No |

|  |
| --- |
| **B. Questions to help determine effective accommodation options.** |
| If an accommodation is not feasible or creates an undue hardship, the employer must consider other options. The following questions may help determine other effective accommodations: |
|  |
| Do you have any other suggestions regarding possible accommodations to enable \_\_\_\_\_\_\_\_ to successfully compete for employment? |
| If so, what do you suggest? |
| How would your suggestions help? |

|  |
| --- |
| **C. Other questions or comments.** |
|  |
|  |
| Medical Professional’s Signature Date |
| The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, 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. |

**The use of these sample resource documents is not required by law. The provisions in the sample resource documents do not necessarily represent legal obligations, but instead reflect topics that employers and employees may voluntarily choose to address.***The sample resource documents do not constitute legal advice by the U.S. Department of Labor and do not reflect the full range of laws that may apply in every situation, including local and state laws that may provide additional protections and requirements. Employers should review local, state, and federal laws to ensure they are in compliance with the law that provides the most protections for employees and should include additional legal requirements as necessary in their own agreements. Parties remain independently responsible for complying with applicable law.*