
Fitness-for-Duty Medical Provider Referral Letter

Re: **Fitness-for-Duty Evaluation**
Employee: *(name)*
Job: *(title)*

Dear Dr. *(name)*:

(Employee name) is being referred for a Fitness-for-Duty evaluation. This cover letter contains specific information regarding our employee's job performance concerns. After your examination and the completion of any clinical evaluations to determine our employee's functional abilities, please complete the attached Fitness-for-Duty Certification form. Additionally, please provide a well-reasoned report supporting your decision.

A detailed Essential Job Function Analysis of the employee's regular job has been provided for your careful review.

Pertinent Background Information.

Compose 1-3 paragraphs to provide the physician with specific job-related performance concerns. Include the following:

Summary of Concerns. State the reason for the evaluation. Include any of the items below.

Supervisor's observations of employee's job performance.

Work attendance issues that can be attributed to the employee's physical/mental condition under this evaluation.

Medical history recap pertinent only to the job performance situation under evaluation. Stick with objective information. If this evaluation will/should include medical records, request those records with a specific Medical Release of Information. If the FFD referral is being made as a result of previous occupational injuries contact the claims examiner for a summary of pertinent claims and medical reports. Indicate any medical records that are being requested and their possible arrival at the FFD provider's office

Employee comments to supervisor, coworker(s), human resources staff and others. *No hearsay*. The comments should be reliable and documented.

Attachments include: Essential Job Function Description
 Release of Information
 Fitness-for-Duty Certification
