

DePauw University
Medical Inquiry Form for an ADA Accommodation Request

A. Questions to help determine whether an employee has a disability

For reasonable accommodation under the Americans with Disabilities Act (ADA), an employee has a disability if he or she has an impairment that substantially limits one or more major life activities or record of such an impairment. The following questions may help to determine whether an employee has a disability:

Does the employee have a physical or mental impairment? Yes ____ No ____

If yes, what is the impairment, or nature of the impairment? _____

Is the impairment long-term or permanent? Yes ____ No ____

If not permanent, how long will the impairment likely last? _____

Answer the following questions based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, and learned behavioral or adaptive neurological modifications. Mitigating measures do not include ordinary eyeglasses or contact lenses.

Does the impairment substantially limit a major life activity? Yes ____ No ____

Note: Does not need to significantly or severely restrict to meet this standard.

If yes, what major life activity(s) is/are affected?

☐ Bending	☐ Hearing	☐ Reaching	☐ Speaking
☐ Breathing	☐ Interacting with Others	☐ Reading	☐ Standing
☐ Caring for Self	☐ Learning	☐ Seeing	☐ Thinking
☐ Concentrating	☐ Lifting	☐ Sitting	☐ Walking
☐ Eating	☐ Manual Tasks	☐ Sleeping	☐ Working
☐ Other:			

Does the impairment substantially limit the operation of a major bodily function? Yes ____ No ____

Note: Does not need to significantly or severely restrict to meet this standard.

If yes, what bodily function is affected?

☐ Bladder	☐ Digestive	☐ Lymphatic	☐ Reproductive
☐ Bowel	☐ Endocrine	☐ Musculoskeletal	☐ Respiratory
☐ Brain	☐ Genitourinary	☐ Neurological	☐ Special Sense Organs & Skin
☐ Cardiovascular	☐ Hemic	☐ Normal Cell Growth	
☐ Circulatory	☐ Immune	☐ Organ Operation	
☐ Other:			

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance? _____

What job function(s) is the employee having trouble performing because of the limitation(s)? _____

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s)? _____

C. Questions to help determine effective accommodation options:

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation (not necessarily the specific accommodation requested by the employee), unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance? If so, what are they? _____

How would your suggestions improve the employee's job performance? _____

What is the expected duration of the suggested accommodation(s)? _____

Comments: _____

Employee's Name: _____

Medical Provider's Signature: _____

Date: _____