**COASTAL PINES TECHNICAL COLLEGE**
**Medical Information Request Letter**

...te: 05/17/2023
...: Edith Grevious
Request for Medical Documentation

Dear Edith:

In response to your recent request for a reasonable accommodation, the submitted information indicates that you have or may have a health condition that impacts your ability to perform the essential functions of your job . To assist Coastal Pines Technical College in identifying a reasonable accommodation, additional medical information is needed from your treating health care provider or other provider/professional. Please be advised that the accommodation procedures of the Technical College System of Georgia follow the Americans with Disabilities Act, as amended, and the additional information is needed to implement this process.

On receipt of the medical information, we will work together to identify whether accommodation(s) are needed, determine if reasonable accommodation(s) are available, and implement applicable accommodation strategies. The health information provided by your provider/professional is considered confidential and only information necessary to the implementation of a reasonable accommodation will be shared with your supervisor and, as applicable, the Vice President of Academic Affairs. All written documentation accompanying your request, including associated medical information, will be maintained separately and treated confidentially. The documents will be placed in your medical file, which is separate from your official personnel file.

I encourage you to discuss your health concerns as they relate to your assigned job duties with your treating health care provider/professional. In addition to the enclosed Medical Information Request Form, and your completed Reasonable Accommodation Request Form and Authorization for Release of Information Form, I have enclosed the following documents to assist your provider/professional in his/her review of your request for accommodation: