

*Employee Tool for Requesting Doctors to Prepare  
Medical Notes, Accommodation Forms, and  
Disability Benefits Application Forms*

Canadian  
Psoriasis  
Network



Réseau  
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du psoriasis



## ***Useful Tips for Doctors in Preparing Medical Notes in Support of Work Absence***

- The purpose of a medical note is to communicate to the employer that the employee will be absent for a specific period of time.
- Medical notes should be brief and concise.
- Medical notes should outline that the patient has been assessed and that they are unable to work due to medical conditions.
- Unless the patient asks to include one, the medical note should not contain a specific diagnosis.
- The start and end date of the period that an employee is unable to work should be clearly outlined.

## ***Useful Tips for Doctors in Preparing Accommodation Forms***

- The purpose of an accommodation form is to communicate to the employer what, if any, limitations or restrictions the employee has within the workplace arising from the employee's medical condition.
- An accommodation form should not disclose the employee's medical diagnosis or treatment plan.
- The accommodation should focus on medical recommendations such as:
  - The number of hours worked each day.
  - The number of days worked each week.
  - The requirement of periodic breaks (specify duration and frequency).
  - The percentage of time spent on certain equipment (computer usage, screen-time, driving, etc.).
  - Limitations on time spent standing.
  - The requirement of a specific device/instrument within the workplace (for example, a humidifier).
  - Any requirements to make certain changes to the workplace environment.

## ***Useful Tips for Doctors in Preparing Disability Benefit Applications***

- The purpose of the disability benefit application form is to prove that the individual is not able to work due to medical reasons.
- Detailed information should be provided.
- Prognosis should be outlined and should include an estimated timeline for required treatment/recovery and length of work absence.
- The doctor's opinion should clearly state that the individual is unable to work in any capacity (if they are able to work in a limited capacity, then the medical accommodation form should be used instead).
- Detailed symptoms should be documented, such as:
  - Physical symptoms: itch, rash, joint pain, debilitating fatigue, low energy, stiffness, difficulty moving joints, etc.
  - Mental symptoms: trouble sleeping, difficulty concentrating, blurred vision, loss of memory, forgetfulness, etc.

This resource was developed by Kimberley Holland, Employment Law Associate at Bow River Law LLP.