Cognitive FAF with Cover Letter - Sample

**(Organization's Logo) Functional Abilities Form - Cognitive**

**Modified and Alternate Duties Available**

Please return completed form to your patient prior to the end of the appointment.

To be completed in keeping with the requirements outlined by The College of Physicians & Surgeons of Manitoba, Standards of Practice of Medicine, Confidentiality and Privacy, Medical Information to Third Parties and Sickness Certificates.

Dear Healthcare Professional:

The patient you are about to treat sustained an injury/illness at work. This letter is to request your assistance in guiding your patient in their home and work activities while they recover.

To support injured/ill workers we provide a comprehensive return to work program. All return to work plans are created in collaboration with our worker, their supervisor, union if required, and you – the treating healthcare provider.

Due to our various operations, we are fortunate to be able to offer a wide range of work accommodations. **These include the ability to take more frequent breaks, work reduced hours, as well as modified or alternate work which can include sedentary duties if required.**

We have had an opportunity to discuss the return to work program with our worker, but would also appreciate your support and involvement so that we may have a complete understanding of recommended abilities and limitations.

Please complete the attached Functional Abilities Form to assist us in providing a tailored work plan for your patient. Please return this form to your patient prior to the end of the appointment. If there are charges for the completion of the form we would be pleased to pay you directly; alternatively, should your patient pay for the form, please provide them with a paid in full receipt for us to reimburse them.

If there is a concern about any duties which may be available, please note them on the form.

Thank you for your assistance in treating our team member and helping us return them back to work quickly and most importantly, safely.

Should you have any questions, please contact me at any time.

NAME:

TITLE:

ORGANIZATION: PHONE NUMBER:

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|  |  |
| --- | --- |
| Patient’s Name: | Date of Appointment: |

Is the patient capable of performing modified or alternate duties? Yes ◻ No ◻

(If no, please provide rationale for total disability.)

Is the patient fit for full regular duties? Yes ◻ No ◻ (If no, complete next sections.)

|  |  |  |
| --- | --- | --- |
| **Activity** | **Full abilities** | **If limited, specify abilities** |
| Exercise full cognitive abilities | ◻ |  |
| Maintain concentration/attention span | ◻ |  |
| Handle multiple simultaneous demands | ◻ |  |
| Exercise full memory capabilities | ◻ |  |
| Operate motorized equipment | ◻ |  |
| Work and problem solve with accuracy | ◻ |  |
| Work and problem solve with speed | ◻ |  |
| Exercise sound judgment | ◻ |  |
| Maintain stamina | ◻ |  |
| Handle tight deadlines | ◻ |  |
| Handle shifting priorities | ◻ |  |
| Work independently | ◻ |  |
| Work with others | ◻ |  |
| Receive and act upon written /verbal  instructions | ◻ |  |
| Driving (If no please explain) |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| Estimated duration of limitations: | Complete recovery expected: Yes ◻ No ◻ |
| Recommended work hours: Full Time Hours ◻ Reduced Hours ◻ (Please provide daily/weekly schedule.) | |
| Frequency of treatment: | Estimated date of return to regular abilities: |
| Reassessment date: | Healthcare Professional Name/Address/Phone/Fax or STAMP: |
| Additional Comments: |
| Date: |

**Please return completed form to your patient prior to the end of the appointment.**

Month/Year