
Medical File

All Documents Containing Private Health Information (PHI)

Documents to include in this file:

- Medical leave of absence request forms if the employee has disclosed the nature of his/her illness
- Medical certifications
- Fitness-for-duty evaluation forms and related documents
- Return to work releases
- FMLA/CFRA and PDL notices, letters, forms and related documentation
- Sick leave or other absence forms containing private health information
- Workers' compensation records
- Pre-employment medical tests, including drug tests
- Medical information about the employee related to reasonable accommodation under the Americans with Disabilities Act or Fair Employment and Housing Act
- Any other medical information