PRINCETON UNIVERSITY
INSTRUCTIONS FOR SHORT TERM TEMPORARY DISABILITY

PATIENT INSTRUCTIONS:

STEP 1: APPLYING FOR TEMPORARY DISABILITY BENEFITS

1. Complete the Application for Temporary Disability Benefits, to be submitted with your first medical certificate only. Your signature is required at the bottom of this form.
2. Complete and sign the top portion of the Medical Certificate, and have your treating physician complete the remainder of the Medical Certificate and sign.
3. You or your doctor may fax the completed forms to Employee Health at (609)258-0976. They may also be mailed to Employee Health, Princeton University, Washington Road, McCosh Health Center, Princeton, NJ 08544-1044.
4. Notify your supervisor of your absence due to a medical condition as soon as possible and keep them informed on a regular basis of your expected date of return to work. At no time should you feel required to discuss your medical condition with your supervisor or Human Resources.
5. Failure to provide medical information within 2 weeks of the initial date of absence may result in a delay in benefits and/or discipline up to and including termination.

This form is not used to report a work-related injury or illness. If you have been injured at work, please call Employee Health at (609)258-5035.

STEP 2: PROVIDING UPDATES WHILE OUT ON TEMPORARY DISABILITY

1. Once your disability is approved, you will receive written notification, along with additional follow up medical certificates to be used for updates if necessary.
2. Employee Health will request periodic updates directly from your doctor while you are out on disability. It is your responsibility to make sure your doctor completes the updates promptly and submits them to Employee Health as requested. Failure to do so may result in a delay in your pay or termination of your temporary disability benefits.

STEP 3: RETURNING TO WORK FROM A TEMPORARY DISABILITY

1. You must be cleared by Employee Health prior to returning to work. Please call Employee Health at (609)258-5035 to schedule a return to work appointment on or before your return date. Please advise Employee Health of any work restrictions as soon as you become aware of this need.
2. Notify your supervisor of your anticipated return to work.

For more information on Princeton University’s Temporary Disability policy, please call Human Resources at (609)258-3302 or visit http://www.princeton.edu/hr/benefits/disability/std/

HEALTH CARE PROVIDERS – PLEASE NOTE:

Under the New Jersey Temporary Disability Law (N.J.A.C 12:18 – 1.6), medical practitioners are prohibited from charging a fee for completing forms issued by the Division of Temporary Disability Insurance or any private insurance carrier requesting medical information associated with any initial or continued claim for benefits.
TO BE CONSIDERED FOR TEMPORARY DISABILITY BENEFITS, THIS APPLICATION AND THE MEDICAL CERTIFICATE MUST BE RETURNED TO EMPLOYEE HEALTH, PRINCETON UNIVERSITY, WASHINGTON ROAD, MCCOSH HEALTH CENTER ROOM G07, PRINCETON, NJ 08544-1004. PHONE (609)258-5035, FAX (609)258-0976.

NAME ______________________________________________EMPLOYEE ID __________________________________

STREET ADDRESS___________________________________ CITY, STATE, ZIP________________________________

HOME PHONE (        )__________________________________DEPT/SUPERVISOR _____________________________

What was the date of the last day you worked before this present disability began?_________________________________

Did you work a full day?  ☐ Yes  ☐ No  ☐ If no, explain ______________________________________________

What was the date of the first day you were unable to work because of this disability? _____________________________
(enven if this is a Saturday, Sunday, holiday or regular day off)

If now recovered, what was the date of the first day on which you were able to resume work? _________________________

Were you injured at work?    ☐ Yes    ☐ No   If yes, explain ____________________________________________________

Have you filed, or do you intend to file a Workers’ Compensation claim?    ☐ Yes    ☐ No   Date of Injury _______________

Please provide the following information regarding the health care provider who is treating you for this disability:

Name of Physician ______________________________________Phone number _________________________________

Address of Physician _________________________________________________________________________________

Date you were first treated by this physician for this condition __________________________________________________

SECOND EMPLOYER / SELF EMPLOYMENT INFORMATION

Are you or were you working at any other job during the period in which you are applying for disability benefits?         ☐ Yes         ☐ No

Are you receiving or have you received wages, salary, or vacation pay from another employer during the period for which you are applying for disability benefits?         ☐ Yes         ☐ No

Are you receiving or claiming disability benefits under another employer?              ☐ Yes             ☐ No

Please list any employers other than Princeton University for which you are currently working or have worked during the past twelve months, including part time or temporary employment.

Name of other Employer ____________________________________________________________________________________

Street Address ____________________________________________ City, State, Zip ___________________________________

Worked from ___________________ to ________________________ Phone __________________________________________

CERTIFICATION AND SIGNATURE:

I was unable to work during the period for which benefits are claimed and hereby certify that all the statements made by me on this form are true. I know that the law provides penalties for false statements made to obtain benefits. I authorize and request that information regarding my medical condition and impairments that are relevant to my ability to perform my job may be furnished to Princeton University Employee Health. I give permission for a health care professional from Princeton University to contact and speak with my healthcare provider to discuss my medical condition, treatment, and/or ability to perform my job, and hereby give my permission for release of any medical information required by Princeton University for the processing of my temporary disability benefits. I understand that all information furnished will be treated in confidence by Princeton University and will not be released unless required by law.

SIGNATURE: _________________________________  DATE: _________________________________
CONFIDENTIAL
PRINCETON UNIVERSITY
MEDICAL CERTIFICATE

Return completed form via fax or mail to:
Employee Health, Princeton University, Washington Road,
McCosh Health Center Room G07, Princeton NJ 08544-1044
Phone: 609-258-5035 Fax: 609-258-0976

TO BE COMPLETED BY THE EMPLOYEE:
NAME: ____________________________________________ HOME PHONE: ____________________
HOME ADDRESS: ____________________________________________________________
Employee ID: ___________________________ DEPARTMENT: ___________________________ SUPERVISOR: _______

I hereby give my permission for release of any medical information required by Princeton University and their agents for the processing of my temporary disability benefits.
SIGNATURE: __________________________ DATE: ____________________

TO BE COMPLETED BY THE ATTENDING PHYSICIAN:
Patient’s condition is the result of: ☐ Illness ☐ Injury ☐ Pregnancy ☐ Mental/Nervous Condition
If pregnancy, what is the expected date of delivery: Month ________ Day ________ Year ________
Is condition due to an illness or injury that is work related? ☐ Yes ☐ No
FIRST DATE PATIENT UNABLE TO WORK: _________________________________
Is condition due to an illness or injury that is work related? ☐ Yes ☐ No
If pregnancy, what is the expected date of delivery: Month ____________ Day__________ Year___________

DIAGNOSIS (including any complications):
Primary Diagnosis ______________________________________ Secondary Diagnosis(es) _______________________
Subjective Symptoms ____________________________________________
Physical Findings ____________________________________________
Test: __________________________________ Date: ________________ Results: __________________________
Remarks: __________________________________________________

TREATMENT
Date of onset of this condition ____________________ How often is patient seen/treated? ______________ Date of next visit: ______________
Was patient hospitalized for this condition? ☐ Yes ☐ No If yes, date admitted ______________ Date discharged ______________
Was surgery performed? ☐ Yes ☐ No If yes, Date ______________ Procedure __________________________________________
Progress (please check one) ☐ Recovered ☐ Improved ☐ Unchanged ☐ Retrogressed

IMPAIRMENT
What is the psychiatric impairment (if applicable)?
☐ Inadequate information to make an assessment.
☐ Essentially good functioning in all areas. Occupationally and socially effective.
☐ Slight difficulty in occupational functioning, but generally functioning well. Has some meaningful interpersonal relationships.
☐ Moderate impairment in occupational functioning. Limited in performing some occupational duties.
☐ Major impairment in several areas—work, family relations. Avoidant behavior, neglects family, is unable to work.
☐ Inability to function in most areas.
What are the patient’s current physical limitations? (Princeton University makes every effort to offer light duty when possible)
☐ No limitation of functional capacity, no restrictions
☐ No bending to floor level ☐ No reaching arm R  L above shoulder May stand/walk: ☐ 1-4 hours/day ☐ 1-4 hours/day
☐ No twisting to transfer object ☐ No Lifting > 20 lb, 30 lb, 50 lb, 75 lb, 100 lb 4-6 hours/day 4-6 hours/day
☐ No squatting below chair level ☐ No Carrying > 20lb, 30 lb, 50 lb, 75 lb, 100 lb 6-8 hours/day 6-8 hours/day
☐ No climbing ladder/catwalk ☐ No use of R  L Hand No limit No limit
☐ No climbing more than one flight of stairs ☐ No keyboard/mouse use

If physical or psychiatric limitations exist, how long do you feel limitations will last?

DATE ABLE TO RETURN TO WORK WITH RESTRICTIONS:

ANTICIPATED RETURN TO FULL DUTY WORK DATE:

I hereby certify that the above statements, in my opinion, truly describe the claimant’s disability and the estimated duration thereof. Upon request, I will provide or be willing to discuss additional medical information required by Princeton University for the processing of the above employee’s temporary disability benefits.

PHYSICIAN’S NAME _____________________________________________ PHYSICIAN’S SIGNATURE (Required) __________________________
ADDRESS AND PHONE __________________________________________