

Date: \_\_\_\_\_

Fax to: \_\_\_\_\_

Fax #: \_\_\_\_\_

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Dear Treating Practitioner,

Western values the health and wellness of its employees. The **Employee Well-being (EWB)** office provides both supportive services and preventative programming to assist employees in maximizing their physical and psychological health.

Western University utilizes a **Transitional Accommodation Program (TAP)** approach. This is a collaborative, individualized and proactive process to assist employees to remain safely at work, or return to work in a timely manner following an illness or injury. A primary role for the EWB office is to implement TAP through an individualized plan; this could include stay-at-work programming, return-to-work support, and accommodations. The EWB office also works to ensure documentation requirements are met.

The EWB Team **requires documentation** to (1) support an employee's paid medical leave, (2) facilitate and support an accommodated position due to demonstrated functional limitations from an illness or injury, and (3) identify and explore options for intervention to prevent a sick leave and/or a WSIB claim.

We do not expect a treating practitioner to list specific accommodations, **only an employee's limitations and restrictions**. Additional medically-substantiated accommodation suggestions will be forwarded to the employee's department for consideration.

Completed FAFs are submitted to our confidential office of allied health professionals and handled in accordance with PHIPA regulations. Western will reimburse the treating practitioner, upon submission of a completed FAF with an invoice, to a **maximum of \$50**.

The completed FAF can be faxed to **519-661-2079** or emailed to [employee.wellbeing@uwo.ca](mailto:employee.wellbeing@uwo.ca)

Thank you in advance for your assistance as we work to support your patient.

Well-being Consultants:

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Lindsay Plaisant, MSc. OT, OT Reg. (Ont.) | (519-661-2111 ext. 81398) |
| <input type="checkbox"/> Mary Ann Dunham, B.A., CVP, RTWDM         | (519-661-2111 ext. 81532) |
| <input type="checkbox"/> David Schlotzhauer, R. Kin.               | (519-661-2111 ext. 81124) |
| <input type="checkbox"/> Hannah Zarola, MSc. OT, OT Reg. (Ont.)    | (519-661-2111 ext. 84742) |
| <input type="checkbox"/> Jennifer Teal, RN                         | (519-661-2111 ext. 86799) |