



## Regarding Requests for Sick Notes for Employee Absenteeism

Our Clinic's Policy

### Dear Sir/Madam:

An employee of your company visited my office (or Emergency room) for the purpose of obtaining a medical note to satisfy your company's absenteeism policy. This request is an uninsured service, not funded by provincial medicare.

As a small business operator in Canada, I am asking for your support in helping to alleviate an unnecessary pressure on the healthcare system. **I am hoping you will consider revisiting your current absenteeism policy and remove the requirement for your employees to obtain a medical note for missed time from work.**

This policy creates an unnecessary burden on the healthcare system and also exposed seriously ill patients in my office or Emergency room to infections that could be detrimental to their health. In most cases, the best remedy for a patient with an isolated illness (i.e. gastrointestinal virus or the common cold) is to stay home, rest, and drink plenty of fluids. Coming to a doctor's office or Emergency room for a medical note does not complement their recovery.

Likewise, if your request for a medical note is in response to a prolonged employee absence, please know that it is neither the responsibility of your employee's physician to determine the validity of sick leave already taken, nor to guess at any sick leave that may be required in the future. This should be discussed and negotiated directly between employer and employee.

If, for whatever reason, your business decides to continue to require a physician to authorize their employees' absenteeism, **I will require your employee to bring with them the attached form filled out in full, along with a cheque drawn on your business' account in the amount specified on the form (in line with recommendations by provincial medical associations).** This is a standard practice when providing non-medically necessary services for third-party organizations.

As Canadians we are lucky to have our healthcare system, but the ability to access its services in a timely fashion is a growing problem. Healthcare providers, business operators, governments and individuals all have a role to play to ensure its sustainability. I hope you will participate in the solution by moving away from requiring "sick notes" and toward holding an open and honest discussion with your employees regarding work absences.



# Regarding Requests for Sick Notes for Employee Absenteeism

Standardized Request Form - Revised February 3, 2016

Today's Date: .....

Dear Sir/Madam:

My patient has requested that I send you details of his/her medical history related to:

.....  
Before any such information can be provided please confirm your organization's need for this information and complete the details below:

**Precise information required by your organization:**

.....  
.....

Please note that any such request for a medical report is **NOT** covered by provincial medicare. Any medical report required will only be provided on payment of our usual fee, **payable in advance, by the organization / party requesting the report. Payment should be by cheque drawn on your business' account, written out to the clinic name as stamped below.**

Fee for this report: .....

Employer Signature: ..... Date: .....

Please print your name and position: .....

In the event that a report is not required it will be assumed that the patient themselves can supply you with all necessary details. No further action will be taken by the clinic until this letter is completed, signed and returned to the clinic.

Sincerely,

Dr. ....

Clinic stamp

---

**Patient Consent for Release of Information**

**Please ensure this section is completed and sent with your organization's request for any report.**

I (*insert your name*), .....

consent that (*insert name of organization seeking report*) .....

may seek medical information from Dr. .... regarding anything that affects my physical or mental health.

Patient's signature: ..... Date: .....

Patient's full name (*block capitals*): .....