

DOCUMENT ROUTING PROCEDURES OF PPD DOCUMENTS

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
ABSENCE REPORT FOR EXEMPT AND NON-EXEMPT PERSONNEL: SICK LEAVE ABSENCE (Yellow half sheet)	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Employee to Manager/Supervisor ▪Manager/Supervisor to PPD Payroll Office ▪PPD Payroll to PPD H R Office ▪PPD H R to Confidential Medical File
CATASTROPHIC LEAVE APPLICATION	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Employee to Manager/Supervisor ▪Manager/Supervisor to PPD Director ▪Director to PPD H R Office ▪PPD H R to Confidential Medical File
EOHS DOCUMENTATION (Excused Absences)	Confidential Medical File Risk Management Department	†Medical File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office ▪PPD H R to Confidential Medical File ▪PPD H R sends copy to Risk Management Department
FMLA CERTIFICATION FORM	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Employee to Manager/Supervisor ▪Manager/Supervisor to PPD Director ▪Director to PPD H R Office
MEDICAL LEAVE DOCUMENTATION (Doctor's notes)	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Employee to Manager/Supervisor ▪Manager/Supervisor to PPD H R Office ▪PPD H R to Confidential Medical File
ON-THE-JOB INJURY ACCIDENT REPORTS	Confidential Medical File Risk Management Department	†Medical File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office ▪PPD H R to Confidential Medical File ▪PPD H R to Risk Management Dept.
PHYSICIAN PROGNOSIS LETTER	PPD Human Resources Office Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office ▪PPD H R to Confidential Medical File
PRE-EMPLOYMENT PHYSICAL FORM	Confidential Medical File	†Medical File Access	<ul style="list-style-type: none"> ▪Manager/Supervisor to PPD H R Office

†Confidential Medical File access includes the director, associate director, PPD H R staff, and the employee. (An employee may look at their Medical File in the presence of an H R staff member.)