



## **MEDICAL ADMINISTRATION FREQUENTLY ASKED QUESTIONS**

**If you still have questions after reading all of the Frequently Asked Questions, call HR Connect at (718) 935-4000.**

**1. DO I HAVE TO GO THROUGH MY SCHOOL TO SUBMIT MEDICAL DOCUMENTATION?**

No. You may submit any medical documentation directly to HR Connect on your physician's stationery or by using form OP407. Send it by mail to 65 Court Street, Brooklyn, NY, 11201, or by fax to (718) 935-4350.

**2. HOW DO I APPLY FOR A MEDICAL HARDSHIP TRANSFER, AND WHAT IS THE CRITERION UNDER WHICH ONE WOULD APPLY?**

Request a Medical Hardship Transfer application from your school's payroll secretary. Submit this form, along with supporting medical documentation, to HR Connect by mail to 65 Court Street, Brooklyn, NY, 11201, or by fax to (718) 935-3423. It will be medically and administratively reviewed. Examples of reasons to apply are: (1) specific job site difficulties caused by a permanent disability that would limit your mobility; and (2) assault cases in which the assailant is still in the school or the surrounded neighborhood.

**3. WHAT IS THE DIFFERENCE BETWEEN A REGULAR MEDICAL EXAMINATION AND A 2568 EXAMINATION?**

A regular examination may be requested by an employee's supervisor or school principal. A 2568 examination is a mandated examination pursuant to Section 2568 of the State Education Law. The employee is entitled to bring a representative of his or her choice to observe. He or she also is entitled to receive all letters given to the HR Connect Medical Administration Office in connection to this examination.

**4. WHAT DOES AN EXAMINATION ENTAIL?**

It may vary due to the reason for your examination, but it is usually a routine physical/mental examination.

**5. I HAVE A DISABILITY. HOW DO I GET AN ACCOMMODATION?**

Start by requesting an accommodation from your school principal or supervisor in writing. If you are denied, request form OP51. Submit this form to HR Connect along with supporting medical documentation by mail to 65 Court Street, Brooklyn, NY, 11201, or by fax to (718) 935-3423.