

To: Attending Physician

Your patient is an employee of The Staff of the Non-Public Funds, Canadian Forces (NPF) and has informed us that he/she has sustained a non-occupational illness or injury or requires surgery that has resulted in an absence from work. Your patient's employer is committed to providing employees with as much assistance and support as possible when dealing with health issues that may arise. Their goal is to support employees and facilitate their return to work in the safest, most effective way possible, either in a modified capacity or to their regular employment duties.

The employer has established a Return to Work Support Program to provide appropriate financial support (i.e. paid sick leave) to eligible employees who are absent from work due to illness or injury. They require medical substantiation of an employee's medical need to be away from work, or when medical restrictions need to be accommodated. Canada Life/Morneau Shepell have been requested to manage the confidential medical information necessary to substantiate this need.

Canada Life/Morneau Shepell also provides other **Return to Work Support Program** services to employees, such as, counselling, community and professional service information as well as a number of physical and psychosocial health services that assist employees who have health concerns which may impact their ability to work.

Attached are the Attending Physician Statements required for this program. Please select and complete the most appropriate form which will assist us in determining support for the employee's absence and approving sick leave benefits. The completed form will help determine if the employee was medically unable to work and under treatment by a physician during the period of absence. **As part of the employer's policy and in order for the employee's eligibility for paid sick leave to continue, Canada Life/Morneau Shepell must receive the completed appropriate Attending Physician Statement as soon as possible but no later than the 10<sup>th</sup> consecutive working day of absence.** If for some reason you cannot complete the form by the given date, please advise the employee so that he/she can notify their Case Manager. The employee will pay for any fees associated with the completion of this form.

In order to assist your patient, sufficient details of this employee's history, tests and investigations, clinical findings and treatment are essential.

We appreciate your time in responding to this request. Please complete the enclosed Attending Physician's Statement and return it **by confidential fax (1.877.562.9126) or by email (dmdailyfaxes@morneaushepell.com)** to Canada Life/Morneau Shepell.

**Email Communication – Important note:**

An email is not a secure medium, any person with concerns about their communication being intercepted by an unauthorized party is encouraged to contact us by other means.

Regards,  
Canada Life/Morneau Shepell  
Disability Management  
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Mississauga ON L5B 3C2  
Fax: 1.877.562.9126