

Checklist for Police/Fire Disability Retirement Applicants

This checklist will help you track your case in the Disability application process. Check-off each item as it is completed.

I. Applying for a Disability Retirement:

- a. Complete and turn in application for a disability retirement to Retirement Services. Clearly state all body parts that are included in your disability. (If you decide to alter your application later, it may delay your disability case Agenda date.)

II. For Non-Service Connected Medical Conditions:

- a. Obtain **ALL** medical records for every specific body part listed on application from your health care provider(s).
- b. Provide these medical records to Employee Health Services, 393 Blossom Hill Road, Suite 390B, San Jose, CA 95123.

III. For Service Connected Medical Conditions:

- a. Contact your Claims Adjustor to ensure that ALL medical records for every specific body part listed on application are forwarded to Employee Health Services.
- b. Forward ALL new updated medical to your Claims Adjustor.
- c. Have your treating physician(s) complete *Statement of Medical Condition* and *Request for Permanent Work Restrictions* form(s), which will be mailed to you from Employee Health Services.
- d. If medical condition for ALL body part has not reached maximal medical improvement (MMI); a delay memo will be sent resulting in a delay in your agenda date.
- e. If medical condition has not reached (MMI), or there still needs to be clarification from treating physician(s) regarding disability status,

please contact **Carmie Couture** at (408) 794-1250 for further instructions.

IV. Medical Evaluation from City appointed physician (if necessary, and after your condition has reached MMI):

Provider: _____ Phone: _____
Address: _____ Date: _____

V. Medical Evaluation with Retirement Board Physician (if necessary, and after your condition has reached MMI):

Rajiv Das, M.D.

Good Samaritan Medical Center
393 Blossom Hill Road, Suite 390B
San Jose, CA 95123
Phone: 408-794-1250 (Contact: Carmie Couture)
Fax: 408-363-9805
Evaluation Date: _____

- a. Physician provides work restrictions after evaluation and submits to Retirement Services.
- b. Retirement Services sends work restrictions to Department for response memo, case packet is assembled, and agenda date confirmed.
- c. You or your designated attorney will receive the case packet to be presented to the Board.

VI. Police & Fire Board Monthly Meeting to review disability:

Agenda Date: _____

- a. Follow-up with Analyst after decision.