

Request for Medical Treatment in an SSA Facility (Self-Administered or Staff-Administered)

Section 1: Employee Information (To be completed by employee)

Name:	Last four digits of SSN:
Home address:	
Home phone:	Other phone:

Employee Work Information

Component:	Work phone:	
City, State:	Building:	Office/cubicle:
Supervisor's Name:	Supervisor's phone:	

Section 2: Medical Treatment (To be completed by the employee's Independent Licensed Health Care Provider)

Treatment being requested (to include dosage, mode of administration, frequency and duration when applicable):

Diagnosis (related to requested treatment):	Expected end date of treatment:
Treatment to be: <input type="checkbox"/> Self-Administered <input type="checkbox"/> Staff-Administered	Date of next follow-up appointment with provider requesting treatment:
Potential Adverse Reactions (related to requested treatment):	
Recommendations, remarks or other comments:	

Independent Licensed Health Care Provider's Name and Address:

Office phone:	Emergency phone:
Signature:	Date:

Section 3: SSA Medical Office Authorization (To be completed by Medical Officer in SSA Medical Office)

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
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Reviewing Medical Officer's Name (printed):

Signature:

Remarks:

For SSA EHC nurse use only:	Expiration Date:
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Privacy Act Statement

Request for Medical Treatment in SSA Facility Patient Self-Administered or Staff-Administered

5 U.S.C. 7901, as amended, authorizes us to collect this information. The information you provide on this form is used for administering medical treatment as requested by your private physician, and for maintaining health records in the Employee Health Service. Your response is voluntary. However, failure to provide the requested information may adversely affect our ability to administer medical treatment as required.

We rarely use the information provided on this form for any purpose other than for the reasons explained above. However, we may use it to protect the privacy, safety, and integrity of Social Security programs. We may also disclose information to another agency in accordance with approved routine uses, which include but are not limited to the following:

See revised
Privacy Act
Statement below.

1. To the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as by pertinent legal authority;
2. To comply with Federal laws requiring the release of information from Social Security records (e.g., to the Government Accountability Office, the General Services Administration, the National Archives and Records Administration, and the Department of Justice);
3. To the Office of Worker's Compensation Programs in connection with a claim for benefits filed by an employee;
4. To facilitate statistical research, audit, and investigative activities necessary to ensure the integrity and improvement of Social Security programs.

A complete list of routine uses for this information is available in the System of Records Notice entitled, Employees' Medical Records (60-0237). This notice, additional information about this form, and information regarding our programs and systems are available on-line at www.socialsecurity.gov or at your local Social Security Office.

SSA will insert the following revised PRA Statement into the form at its next scheduled reprinting:

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. We estimate that it will take about 5 minutes to read the instructions, gather the facts, and answer the questions. ***Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.***

Privacy Act Statement Collection and Use of Personal Information

5 U.S.C. 7901, as amended, allows us to collect this information. We will use the information you provide for administering medical treatment as requested by your private physician, and for maintaining health records in the Employee Health Service.

Furnishing us this information is voluntary. However, failing to provide us with all or part of the information may affect our ability to administer medical treatment as required.

We rarely use the information you supply for any purpose other than what we state above, however, we may use the information for the administration of our programs including sharing information:

1. To the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as by pertinent legal authority;
2. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs);
3. To the Office of Worker's Compensation Programs in connection with a claim for benefits filed by an employee; and,
4. To facilitate statistical research, audit, or investigative activities necessary to assure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A complete list of when we may share your information with others, called routine uses, is available in our Privacy Act System of Records Notice 60-0237, entitled, Employees' Medical Records. Additional information about this and other system of records notices and our programs are available from our Internet website at www.socialsecurity.gov or at your local Social Security office.

We may share the information you provide to other health agencies through computer matching programs. Matching programs compare our records with records kept by other Federal, State, or local government agencies. We use the information from these programs to establish or verify a person's eligibility for federally funded or administered benefit programs and for repayment of incorrect payments or delinquent debts under these programs.