



SUBJECT: DEPARTMENT MEDICAL PROCEDURE

I. PURPOSE

This order:

- A. Continues the established medical procedure for all uniformed employees of the Department;
- B. Rescinds General Order 10-011, dated September 16, 2010;
- C. Establishes definitions for duty related and non-duty related injury/illness, as well as duty status and non-duty status, business hours, contact information, extended medical; and
- D. Becomes effective at 0800 hours on August 27, 2016.

II. DEFINITIONS

- A. Duty Status: This status means that the employee is capable of performing, without any restriction, the essential functions attendant to his/her career service position, including, but not limited to, any and all duties of emergency services required of the employee in the Chicago Fire Department.
- B. Medical Status (Lay-Up): Any status, either permanent or temporary, which renders the employee unable to perform in duty status.
- C. Medical Division Business Hours: Monday through Friday, excluding holidays, 0800 to 1600 hours.
- D. Contact Information: The Medical Division is located at Fire Academy South, 1338 S. Clinton St., Chicago, IL 60607. The telephone numbers are: Centrex: 312-746-6935; Marshall Line; 9466, Fax: 312-746-6947.
- E. Extended Medical: After three (3) months of non-duty status or after six (6) months of duty status lay-up, an employee may be placed on Extended Medical, resulting in the loss of assignment upon prior notification to the Union.

III. PROCEDURE

- A. On-Duty Injury/Illness

When an employee becomes ill or is injured while on duty:

1. At the direction of his/her immediate supervisor, an injured or ill employee will be immediately transported by CFD Ambulance to the nearest approved receiving hospital Emergency Department.
2. Employees assigned to the Fire Prevention Bureau or the Bureau of Logistics are to report their injury/illness to their immediate supervisor.
3. Employees who become ill or injured while on duty must sign a release as soon as practicable for medical records to be forwarded to:

Chicago Fire Department
Medical Division
1338 South Clinton Street
Chicago, Illinois 60607

4. The employee's immediate supervisor shall make notifications following the chain of command and, as soon as possible, contact the Medical Division by telephone to report the injury/illness. If the injury/illness occurs during the Medical Division's non-business hours, the immediate supervisor working the next business day shall make notification to the Medical Division.
5. The employee's Battalion Chief/Field Chief will obtain copies of the Emergency Department reports, place them in a sealed envelope marked "CONFIDENTIAL MEDICAL LAY-UP INFORMATION" and forward them to the Medical Division, through channels, along with the Form FD 160/160A. The Medical Division shall forward copies of said Form FD 160/160A and any supplements to the C.F.F.U. Local #2, provided any protected health information is redacted or a release is obtained. The employee shall retain all original Emergency Department documents, if possible, as well as the original discharge instructions for submission to the Medical Division.
6. Upon discharge from the hospital, the employee shall return to duty status or be placed on medical status pursuant to the hospital Emergency Department physician's direction, along with approval of Department physician or designee. The employee shall contact the Medical Division as soon as possible during normal business hours in order to make an appointment to see the Department physician. If the employee is unable to report to the Medical Division, the Medical Division will make arrangements for a home visit.
7. When an injury or illness is duty related, after any initial emergency medical treatment and stabilization, all subsequent medical services must be approved by the Department Medical Director (a State of Illinois licensed medical physician) prior to the employee receiving additional care. Approval shall be granted based upon the treating physician's or other medical provider's recommendation/request, if such is consistent with generally accepted medical standards within the Chicago area

medical community, and shall be granted without delay. The employee shall contact the Medical Division to request pre-approval/authorization for medical services related to the duty related injury or illness.

NOTE: NOT ALL INJURIES OR ILLNESSES THAT OCCUR ON DUTY ARE CONSIDERED DUTY RELATED. HOWEVER, WHERE THE DEPARTMENT DIRECTS AN ON-DUTY EMPLOYEE TO BE TRANSPORTED TO THE HOSPITAL EMERGENCY DEPARTMENT, THE EMPLOYEE SHALL NOT BE REQUIRED TO PAY ANY OUT-OF-POCKET EXPENSES FOR THE EMERGENCY ROOM TREATMENT AND SUBSEQUENT TREATMENT UNTIL STABILIZED. EMPLOYEES ARE ADVISED TO NOTIFY THEIR HEALTH INSURANCE CARRIER TO AVOID POSSIBLE PENALTIES IN CASE THE INJURY OR ILLNESS IS NOT DUTY RELATED.

B. Off-Duty Injury/Illness.

An employee who becomes ill or injured while off-duty and is unable to report to work shall:

1. Secure emergency medical treatment from a hospital or privately licensed medical physician.
2. Obtain a licensed medical physician's certificate/Emergency Department report with the following information:
 - a) Date of treatment
 - b) Name of person under treatment
 - c) Nature of injury/illness
 - d) Estimated duration of injury/illness in days
 - e) Attending physician's signature
3. Sign a release for medical records to be forwarded to:

Chicago Fire Department
Medical Division
1338 South Clinton Street
Chicago, Illinois 60607
4. Notify the supervisor on duty at his/her unit of assignment immediately, regardless of platoon, and inform the supervisor that he/she intends to go on medical status. Employees assigned to the Fire Prevention Bureau shall notify their unit of assignment immediately or the OEMC during non-business hours.
5. Notify the Medical Division as soon as practicable if the injury/illness occurs during business hours or on the first business day following the injury/illness if it occurs during non-business hours.

6. Obtain an appointment from the Medical Division.
7. Deliver the original physician's certificate/Emergency Department report to the Medical Division upon the first scheduled medical appointment. If unable to comply with this provision, the employee must notify the Medical Division as soon as possible with the reason for the delay.
8. Failure to comply with the above may result in the employee's medical status not being approved and/or disciplinary action, up to and including discharge.

C. Employees on Furlough

1. Any employee on furlough who is ill, injured or is admitted to a hospital, and upon completion of furlough is unable to return to full duty status, shall comply with the same procedures as outlined in Section III, B of this order.

D. Employees on Medical Status

1. The Medical Division will assign the employee a date and time to report to the Medical Division.
2. Employees shall report to the Medical Division on scheduled dates and times in the appropriate dress or modified dress uniform. Uniform exceptions will be made by the Medical Division command staff prior to the appointment, depending upon individual circumstances. The Medical Division may notify the District Chief/Assistant Deputy Chief Paramedic/Division Director to conduct wellness checks when employees cannot be contacted or fail to report for scheduled appointments.
3. An employee may be scheduled to report to the Medical Division on any weekday, excluding holidays, between the hours of 0800 and 1600. It is provided, however, that no employee will be required to report to the Medical Division more than six (6) times within each 30-day period or more than two (2) times in a calendar week within the first 90 days of medical status, and no more than four (4) times within each 30-day period or more than two (2) times in a calendar week after the first 90 days of medical status. Exceptions to this provision can be made in cases of unusual circumstances for medical reasons deemed necessary by the Chicago Fire Department Medical Division physician. However, if an employee is required to report to the Medical Division more frequently than stated above, that employee shall be paid at the overtime rate for the actual time spent at the Medical Division or for two (2) hours, whichever is greater.
4. Failure to report or failure to be prompt for a scheduled medical appointment without reasonable justification may be cause for discipline.

5. Employees are not to engage in any activity which might hinder or delay their recovery.
6. An employee who is recuperating other than as an in-patient, shall remain at home or place of recuperation to allow the Department proper monitoring of the progress of such recuperation except as noted below in a) and b):
 - a) The employee may leave home or such place of recuperation for reasonable periods in pursuit of prescribed medical/dental services and treatment, to obtain food or necessities, attend religious services, attend continuing education classes to maintain their EMS license, comply with a subpoena in accordance with Department policy, go to court, vote, bring a child to or from school, or to attend to an emergency situation.
 - b) If a personal emergency situation or other situation occurs outside of the corporate boundaries of the City of Chicago, employees who are on medical status may leave the city for a limited time to attend to such emergencies or other situations only if prior approval is given by the Medical Division command staff, which approval shall not be unreasonably withheld. The employee shall notify the Medical Division either in person or by telephone and provide the telephone number and address where the emergency or other situation occurred. Employees shall also give the reason for the emergency or other situation.
 - c) Other exceptions shall require the approval of the Medical Division command staff. The employee shall notify the Medical Division of his/her current telephone number and address and any other telephone number or address pursuant to authorized absences as set forth above.
 - d) Employees on Medical Status may receive unannounced visits from representatives of the Department between 1000 hours and 2000 hours, seven (7) days a week, including holidays.
7. Being engaged in any outside employment, including self-employment while on medical status (lay-up) will subject the employee to immediate disciplinary action, up to and including discharge.
8. Platoon employees on medical status shall continue to be regarded as Platoon employees. Forty (40) hour employees on medical status shall continue to be regarded as forty (40) hour employees.

E. Employees Released from Medical Status

1. Upon the employee's release from medical status, the Medical Division will immediately notify Manpower Central.

2. The employee will report to his/her assignment on the employee's scheduled workday and time.
3. An employee released from medical status after 90 or more days on medical status will be directed to the Training Division for retraining as necessary. Upon completing any necessary retraining an employee who was on non-duty medical status or an employee who was on duty medical status for 180 or more days will be temporarily reassigned at the discretion of the Department until the next vacancy order is issued at which time the employee may request a transfer.
4. An employee who has a previously assigned furlough scheduled during the time of his/her duty related lay-up shall have his/her furlough rescheduled within 14 days of release from medical status.
5. An employee who had a previously assigned furlough scheduled during the time of his/her non-duty related lay-up shall not have his/her furlough rescheduled, but will take his/her furlough which is scheduled during the time of the non-duty lay-up. For the purpose of non-duty lay-up time accounting, furlough days taken during an employee's non-duty lay-up will not be counted as lay-up days when calculating employee's remaining non-duty lay-up time within a twenty-four (24) consecutive month period.
6. Upon returning to his/her assignment, the employee's supervisor will complete the Form FD 159 (Return to Duty), and immediately forward it through the chain of command to the Medical Division.

F. Pregnancy, Childbirth, and Related Conditions

1. If an employee is pregnant, recovering from childbirth, or has a medical or common condition related to pregnancy, the employee has the right to:
 - a) Ask the Department for a reasonable accommodation, such as, but not limited to, more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover.
 - b) Reject an accommodation offered by the Department that the employee does not desire.
 - c) Continue working if a reasonable accommodation is available which would allow the employee to continue performing the employee's job.

Any accommodation shall be handled in accordance with the City's reasonable accommodation policies as appropriate for pregnancy or other conditions set forth in section F.1. The Department cannot discriminate against an employee because of the employee's pregnancy or other conditions set forth in Section F.1 or retaliate against the employee because the employee requested a reasonable accommodation. An

employee may file a Charge of Discrimination with the Illinois Department of Human Rights, at 100 W. Randolph Street, 10th Floor, (312) 814-6200.

2. Medical Division physicians are available to provide information and medical advice to any pregnant employee regarding the possible hazards which may be encountered during pregnancy while performing routine firefighting, emergency medical services, and other job tasks.
3. As with any other employee whose job performance is impacted by a medical condition, the Medical Division may, upon request by the employee or if warranted for job performance reasons, conduct a medical evaluation to determine whether there is a need for a reasonable job accommodation to enable the employee to safely perform the essential duties of her job, or for a restriction from those activities that the employee is unable to perform safely during the remainder of her pregnancy or other condition set forth in Section F.1. Any accommodation shall be handled in accordance with the City's reasonable accommodation policies as appropriate for pregnancy or other conditions set forth in section F.1.
4. If the Medical Division determines, at any time during the pregnancy, that a pregnant employee can no longer safely perform the job activities of her uniformed position due to diminished aerobic capacity, balance, speed, agility or for any other reason, the employee shall be placed on medical status in accordance with Section D of this General Order, except that employees on medical status due to pregnancy, recovery from childbirth, or related conditions are not required to report to the Medical Division until after the conclusion of the pregnancy, and the provisions of Section D.6 of this General Order shall not apply.

F. On-Duty Company Officer Responsibilities

When notified of an on-duty employee's injury/illness, the on-duty company officer will:

1. Request transportation via CFD ambulance, if necessary, for the ill or injured employee to the nearest approved receiving Emergency Department.
2. Report the injury/illness to the Deputy District Chief/Assistant Deputy Chief Paramedic through the proper chain of command.
3. Notify the Medical Division of the employee's injury or illness as soon as possible after the occurrence.
4. When an injury/illness occurs during non-business hours, the on-duty Deputy District Chief/Assistant Deputy Chief Paramedic will immediately notify the OEMC, Duty Chief, and FPB Duty Chief (if applicable) and the Medical Division on the next regular business day.

5. Make proper journal entries to include OEMC event number, if applicable.
 6. Complete Form FD 160 and immediately forward through the chain of command to the Medical Division.
 7. When additional information or late information is to be submitted, complete the Form FD 160. Mark "supplemental" in the appropriate space and immediately forward through the chain of command to the Medical Division.
- H. When notified of an off-duty employee's injury/illness, the on-duty company officer will:
7. Report the injury/illness to the Deputy District Chief/Assistant Deputy Chief Paramedic through the proper chain of command.
 8. Notify the Medical Division of the employee's status immediately after receiving notification from the employee or as soon as possible:
 9. When an injury/illness occurs on a holiday or weekend, the Deputy District Chief/Assistant Deputy Chief Paramedic working the first regular business day following the injury or illness, will notify the Medical Division.
 10. Make proper journal entries to include the OEMC event number, if applicable.
 11. Complete the Form FD 160 and immediately forward through the chain of command to the Medical Division.
 12. When additional information or late information is to be submitted, complete the Form FD 160. Mark "supplemental" in the appropriate space and immediately forward through the chain of command to the Medical Division.

IV. INVESTIGATION

A. Battalion Chief/Field Chief Investigation

1. Immediately upon notification, the Battalion Chief/Paramedic Field Chief will investigate all on-duty injuries, illnesses or unusual medical situations which occur in his/her battalion/district under his/her command and shall prepare Form FD 160A.
 - a) The Battalion Chief/Paramedic Field Chief conducting the on-duty investigation will accurately complete Form FD 160A. All categories will be accurately checked as they apply to the injury/illness. When a specific category cannot be checked except by "other," a statement from the employee, if possible, will be provided in the report.

- b) After completing his/her investigation, the Battalion Chief/Paramedic Field Chief will immediately forward one (1) copy of the completed Form FD 160A, through the chain of command to the Medical Division. One (1) copy of Form FD 160A shall be forwarded to the District Chief of Safety and one (1) copy of Form FD 160A will be maintained on file in District/Division Headquarters.
2. If through the Battalion Chief/Paramedic Field Chief's investigation, he/she discovers that the employee is going to be, or has been, admitted to a hospital, the Medical Division, the District Chief/Assistant Deputy Chief Paramedic and the District Chief of Safety will be notified immediately during business hours. During non-business hours, notify the OEMC and request that the duty Deputy Fire Commissioner and Assistant Commissioner of CFD Human Resources, or designee, be notified.

V. INJURY ON-DUTY REPORT (IOD)

1. Upon the District Chief/Deputy District Chief/ Assistant Deputy Chief Paramedic receipt/acceptance of Form FD 160/160A through the chain of command, the DC/DDC/ADCP will review and approve Form FD 160/160A, to be known as Injury On Duty Report (IOD), and enter the appropriate information into the City of Chicago IOD reporting system immediately.
2. Once the IOD claim has been entered into the system, a copy of the reporting system document will be maintained at District and another will be attached to the original Form FD 160/160A (IOD) and forwarded to the Medical Division and to the employee.

VI. MEDICAL BILLS FOR DUTY-RELATED INJURIES/ILLNESSES

- A. To avoid the burden of duty-related medical bills being the employee's responsibility, the employee must call the Medical Division for pre-approved/authorization for any subsequent treatment following the initial Emergency Department visit and stabilization. Pre-approved/authorization shall be granted based upon the attending physician's (or other medical provider's) recommendation/request and shall be granted without delay. Failure to obtain pre-authorization may result in the employee being responsible for those medical expenses.
- B. Third party forms (i.e., legal papers re: assault, automobile accidents, dog bites, etc.) must be completed and signed by the injured employee at the time he/she reports to the Medical Division or as directed by the Medical Division.
- C. All bills received for duty-related injuries/illnesses must immediately be forwarded to:

Chicago Fire Department
Medical Division
1338 South Clinton Street
Chicago, Illinois 60607

- D. Any bill paid by an employee for Department Medical Division approved medical expenses, must be submitted with appropriate proof of payment to Medical Division Billing with a written request for reimbursement. The submission of bills shall be prompt and not withheld without sufficient reason. City payment of submitted bills shall be prompt.

VII. REQUIRED MEDICAL TESTS OR EXAMINATIONS FOR DUTY-RELATED INJURIES/ILLNESSES

- A. In cases of heat exhaustion, employees must take a pulmonary function test, electro cardiogram (ECG) and blood work-up.
- B. In cases of smoke inhalation, employees must take a pulmonary function test, chest X-ray, ECG, and blood work-up, which may include arterial blood gases.
- C. Injuries involving the spine or any possible fracture or sprain, require an X-ray and/or any diagnostic treatment recommended by the treating/attending physician.
- D. Medical examinations which include urine/breath testing for the presence of drugs and/or alcohol pursuant to Section IV, A.3 and A.4 of General Order #87-008 and the current Labor Contract.
- E. Medical evaluations that may be reasonably required by the Department Medical Director (State of Illinois licensed medical physician) to ascertain the employee's medical fitness for duty status.
- F. Bills for required medical tests or examinations (i.e., A. through E. above) shall be the City's responsibility and paid promptly.

VIII. REQUIRED MEDICAL EXAMINATIONS

- A. Medical bills for Department required examinations or tests (i.e., functional capacity tests, etc.) shall be the City's responsibility and paid promptly.

IX. RESPONSIBILITIES

- A. All documents containing Protected Health Information (PHI) shall be handled in accordance with the provisions set forth in the current General Order conforming to the Health Insurance Portability and Accountability Act - HIPAA.
- B. It is the responsibility of all Department employees to be knowledgeable about, and comply with, the provisions of this order.
- C. It shall be the responsibility of Chief and Company Officers, or those acting in that capacity, to ensure strict compliance with the provision of this order.

BY ORDER OF:


José A. Santiago
Fire Commissioner

TO BE READ AT FOUR (4) ROLL CALLS AND POSTED

Distribution: A