

Special Edition

Return-to-Work Medical Clearances - Other Safety-Sensitive Employees

[Flight Attendants](#) and [Pilots](#) returning to work from a medical condition are required to follow workgroup specific guidelines. All other safety sensitive and DOT covered employees must clear through AA Medical & Occupational Health Services department if you have:

- Been admitted to a hospital (which includes outpatient surgery and ER visits), or
- A medical history that demands a personal medical clearance as determined by the AA Medical Base physician or the AA Medical & Occupational Health Services Medical Director.

Such a medical history could reflect one or more, but not limited to, listed [medical conditions](#). Any new prescription medications for continuous usage should be reviewed with your AA Medical Base or CAN prior to your usage and working.

Clearance procedures should be initiated 3-4 days prior to return to work date in order to allow time for obtaining medical documentation.

Long Term Medical Clearance

Clearance for long term medical conditions may require additional time for clearance. If you do not return to work on your return to work date as provided by your physician, additional medical information will need to be forwarded by your physician to support the extended absence. Any portion of an absence that is determined not be medically substantiated will be managed administratively by your supervisor according to your applicable attendance policy.

Information required for clearing:

- Complete medical records pertaining to absence, which should include dates of treatment, diagnosis including lab and other diagnostic test results to support diagnosis
 - Treatment including medications, prognosis or current status
 - Return to work date with or without restrictions
- 4.
- Some hospital admissions may require ER evaluation or hospital discharge summary

NOTE: Additional information and/or testing may be required following your conversation with CAN or receipt of doctor's documentation. There are circumstances when some of the

medical information needed for clearance may be obtained through the AA FMLA or SKLOA offices. When medically clearing from either of these leaves, please advise CAN which leave you are returning from when initiating your clearance.

Medical Clearances

1. Injury-on-Duty (IOD)

Clearance through CAN is required in the following circumstances:

- returning to a ground position and taking medication when you return to work OR
- returning to work after experiencing head, eye or ear injury OR
- returning after 300 or more consecutive calendar days off work.

All safety-sensitive employees whose absence was initiated by an IOD, but changes to personal sick.

2. Family Medical Leave of Absence (FMLA)

- All safety-sensitive employees whose FMLA condition meets certain [medical condition](#) criteria, or whose medical condition denotes a safety or fitness for duty concern, requires review and possible medical clearance.
- FMLA medical condition requiring newly prescribed medication to take while working.

3. AA OHS Medical approved Unpaid Sick Leave of Absence (SKLOA)

- All safety-sensitive employees off work on a SKLOA must clear with an AA Medical & Occupational Health Services Medical office (location of clearance to be determined by the CAN office) Personal Sick

4. Personal Sick

- Absences whose length meets the work area's attendance policy for required medical clearance.
- Safety-sensitive employees who have had surgery (including outpatient), any hospitalization (including ER visits), and any absence related to a serious health condition.

Return-to-Work Medical Clearance–Other Safety Sensitive Jobs

Employees in [safety sensitive positions](#) (other than Flight Crew - see workgroup specific details) and employees working in Department of Transportation (DOT) covered positions must medically clear through AA Medical & Occupational Health Services (AA Medical) in order to maintain compliance with AMR in the event that one or more of the following apply:

- Hospitalization (admitted to the hospital), surgery (in or outpatient) or emergency room visits
- Medical history that requires a personal medical clearance as previously determined by AMR Medical
- Medications that can affect alertness or mental function, or newly prescribed medications you will continue to use after returning to work
- Any condition or treatment relating to absence that affects your ability to perform essential job functions. Please see "[Medical Conditions Requiring Clearance](#)"
- Returning from an Injury-on-Duty (IOD) which lasted more than 300 days including Transitional Duty (TD) or an injury to the eyes, ears and/or head, or taking prescription medications when returning to work
- Your manager/supervisor requests you obtain clearance

If you are unsure your condition requires clearing through AA Medical, call Call-A-Nurse (CAN) at 800-555-2373, option 2, or contact your local Medical Base for guidance. You may also use [Live Chat](#) to chat directly with AA Medical.

When to start clearance:

Employees required to clear medical should start the process a minimum of 3-4 days prior to their return when possible.

NOTE: The longer you have been off work, or if your medical condition is complex, medical clearance may require additional time. If you have already provided information to substantiate your time away from work, AA Medical has maintained these records and the nurse will use them as part of the clearance process.

What information might be needed?

All clearances require a current **Return-to-Work note** including a diagnosis from all treating providers. Notes should clearly indicate any required work restrictions.

NOTE: Additional information and/or testing may be required following your conversation with AA Medical or receipt of your medical records. This information may include:

- Doctor's office visit notes or a narrative including diagnosis, dates and type of treatment and medications
- Also if applicable:
 - operative reports
 - hospital discharge summary
 - objective testing or diagnostic testing (e.g. physical therapy, MRIs, laboratory results)

Return-to-Work Medical Clearance – Non-Safety Sensitive Jobs

Reservations Agent, Clerical/Support Staff, Officer/Management/Specialist, etc.

If your position is a **management (non-DOT position), non-management or clerical position**, in most cases you may return to work at the discretion of your supervisor.

Clearance by AA Medical and Occupational Health Services (AA Medical) is necessary if one or more of the following apply:

- Your manager requests you obtain clearance
- AA Medical requests you obtain clearance
- You are returning to work with work restrictions
- Returning from an Injury-on-Duty (IOD) which lasted more than 300 days including Transitional Duty (TD) or an injury to the eyes, ears and/or head, or taking prescription medications when returning to work

If none of the above applies to you, notify your Manager/LOA Office/Attendance Coordinator of your Return-To-Work date.

If you are unsure your condition requires clearance through

AA Medical, call Call-A-Nurse (CAN) at 800-555-2373, option 2, or contact your local Medical Base for guidance. You may also use [Live Chat](#) to chat directly with AA Medical.

When to start clearance:

Employees required to clear medical should start the process a minimum of 3-4 days prior to their return when possible.

NOTE: the longer you have been off work, or if your medical condition is complex, medical clearance may require additional time. If you have already provided information to substantiate your time away from work, AA Medical has maintained these records and the nurse will use them as part of the clearance process.

What information might be needed?

All clearances require a current **Return-to-Work note** including a diagnosis from all treating providers. Notes should clearly indicate any required work restrictions.

NOTE: Additional information and/or testing may be required following your conversation with AA Medical or receipt of your medical records. This information may include:

- Doctor's office visit notes or a narrative including diagnosis, dates and type of treatment and medications
- Also if applicable:
 - operative reports
 - hospital discharge summary
 - **objective testing or diagnostic testing (e.g. physical therapy, MRIs, laboratory results)**

Medical Conditions which may require additional time for clearance include, but are not limited to:

An illness, injury, impairment or physical or mental condition that may cause sudden incapacitation, impairment and/or loss of consciousness. Symptoms of an illness that interrupt job performance or medications that can impair or alter cognitive function are included.

Examples of Medical Conditions which may require additional time for clearance:

- Cardiovascular disease and/or related illnesses
- Broncho/Pulmonary disorders - i.e. pneumothorax, TB
- Neurological conditions - i.e. seizures, syncope, loss of consciousness
- Musculoskeletal conditions - i.e. Epstein Barr virus, MS
- Endocrine disorders - i.e. diabetes, thyroid dysfunction
- Blood abnormalities - i.e. anemia after surgery/childbirth, anticoagulation therapy
- Psychiatric disorders - i.e. chronic depression requiring medication and/or hospitalization, unstable medication history, Bipolar or anxiety disorders, and substance abuse
- Infectious disease - meningitis, hepatitis, HIV
- Gastrointestinal disorders - bleeding ulcer, Crohns disease
- Urological disorders: i.e. kidney stones, kidney failure
- Malignancy - Cancer of any kind
- Head, eye, and ear disorders resulting in loss of consciousness, vision or hearing loss
- *Medical conditions of a non-serious nature that may require medication which could affect alertness or judgment*

Getting Started with Medical Clearance

Who needs to clear through American Airlines Medical & Occupational Health Services to return to work from illness, injury, etc.?

If your work area is considered **safety sensitive**, you may need clearance before returning to active duty. Certain treatments, medical conditions and/or use of medications in the workplace require a review prior to your return.

Why is clearance needed if my doctor says I can start work?

The safety of employees and passengers is very important at American Airlines and American Eagle. Your doctor, appropriately, has been focused on your treatment and recovery. However, he or she may not be familiar with the regulations of the transportation and aviation industry. The medical professionals at AA Medical are specialists in these areas and aware of your individual job requirements and the safety risks inherent with them-for you, your co-workers and customers.

You may read more about the Company policy regarding Return to Work or contact your supervisor or union representative. Contact CAN or your local Medical Base if you have additional questions.

What information do I provide to AA Medical?

All clearances require a written return-to-work-note signed and dated by your health care provider that includes details of any required work restrictions. (Multiple notes may be needed if you have more than one health care provider). Details needed vary by workgroup; moreover, medical conditions and recovery times vary from person to person. Therefore additional records may be requested such as:

- Doctor's office visit notes or narrative, including diagnosis, dates and type of treatment and medications
- Hospital and outpatient records (e.g. operative reports, discharge summaries, emergency room records)
- Objective testing or diagnostic testing (e.g. physical therapy, MRIs, laboratory results)

When do I contact AA Medical to begin the process?

Contacting AA Medical early will help expedite your clearance and minimize the chance of delay. Allow a minimum of 3-4 days to complete the process. The longer you have been off from work (such as greater than one year) or the more complex your treatment has been, the longer it may take to gather medical records and complete the process.

Where do I go to start the process? Where do I find more information to help in my return?

AA Medical provides employees a telephonic return to work clearance process through Call-a-Nurse (CAN). Additionally, clearance may be completed through your local medical base.

How do I get started?

Review the **Return-to-Work details** for your work area:

Other Safety Sensitive Jobs - Ground crew, Airport, SOC, etc.
<https://www.jetnet.aa.com/jetnet/jps/DisplayArticle.asp?UserID=44843&id=75656&LN=1&SB=1&CID=266&SBC=10&LLN=1>

Share the above information with your health care provider to request medical details for clearance.

More details to help with your return:

- Medical Release Form (PDF)
https://department.jetnet.aa.com/medical/pdf/Authorization_Release_TO_AAOHS.pdf
- DOT regulated positions
- Medical Conditions Requiring Clearance
<https://www.jetnet.aa.com/jetnet/jps/DisplayArticle.asp?UserID=44843&id=16660&CID=266&SB=2>
- Medications in the Workplace
[https://www.jetnet.aa.com/jetnet/jps/DisplayArticle.asp?UserID=44843&id=53723&LN=1&SB=1&CID=266&SBC=10&LLN=1&ALT=Medical\\$%20News&SBC=10&LLN=1&ALT=Medical\\$%20News&TBN=0](https://www.jetnet.aa.com/jetnet/jps/DisplayArticle.asp?UserID=44843&id=53723&LN=1&SB=1&CID=266&SBC=10&LLN=1&ALT=Medical$%20News&SBC=10&LLN=1&ALT=Medical$%20News&TBN=0)

AA Medical will perform a careful review of medical records for evidence that supports your ability to work at safe level of function and alertness. Your cooperation and assistance will expedite the process. A review of your treatment, recovery or medications helps assure your safe return.



VS

Mississippi, November 26th

Texas, November 27th

Colorado, December 1st

Where:

The BOK Center

Time:

7:05 pm, 7:35 pm, & 7:05 pm

Vouchers for **FREE** tickets are available at the Union Hall, 11945 East Pine Street, for the above games. Quantities are **LIMITED** to 10 tickets per member. Each member must pick up their own tickets. If you have any questions, please contact Chris Gibson at 241-1042.



VS

Utah Flash, November 27th & 28th

Where:

Tulsa Convention Center

Time:

7:00 pm

FREE tickets are available at the Union Hall, 11945 East Pine Street, for the above games. Quantities are **LIMITED** to 10 tickets per member. Each member must pick up their own tickets. If you have any questions, please contact Chris Gibson at 241-1042.