

## Medical Review Process

### **I. Purpose**

To assure warehouse and shop employees receiving a conditional job offer are physically:

- Able to perform essential functions of the job with or without accommodation.
- Not a threat to themselves or others.

### **II. Policy**

- A. All new Transamerican Auto Parts warehouse and shop workers are required to undergo a medical review process.
- B. The process as described below, is structured to conform with the American with Disabilities Act (ADA, 1990) and subsequent rules and regulations published July 26, 1991.
- C. No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer (CJO) has been given to the applicant. After the CJO, the individual will be required to fill out Transamerican Auto Parts' standard conditional job offer and medical review form.

### **III. Conditional Job Offer Medical Review and Personal Evaluation**

#### **A. Personal Evaluation**

After the completion of the CJO/Medical Review form, a Human Resource Representative will review it. The HR representative will conduct a workers' compensation claims history search in the states where the applicant form indicates work was performed.

##### **1. Conflicting Information Present**

If the medical review form completed by the individual indicates no workers' compensation claims filed and information sources indicate the contrary, the applicant will be notified, and given the source of the records. The job offer will be suspended for two weeks until the individual can contact the source of the records.

- If at the end of two weeks, Transamerican Auto Parts has not heard from the individual, the offer will be withdrawn.
- If during the two weeks, the original source of the information provides correct information supporting the individual and/or the Human Resource Representative believes, based on compelling evidence, that the candidate is truthful, the process is allowed to continue to step 2.
- If it has been determined that the individual was lying, understanding the frequency or severity of the injuries, or misleading Transamerican Auto Parts, the offer will be withdrawn.

##### **2. No Conflicting Information Present**

The Human Resource Representative will notify store manager that applicant has cleared the Medical Review Process.

### **IV. Medical Evaluation For Applicants With Past Workers' Compensation Injuries**

If the applicant has had a past injury, Transamerican Auto Parts will require a full medical examination by a certified health professional. The medical professional will review the individual's health and physical condition in relation to essential functions of the job. The depth and scope of the examination may vary depending upon the nature of the job and the seriousness of the injury such as:

- Has had an injury to back, neck, knee, or hands.
- Has had the presence of illness related to repetitive motions such as carpal tunnel syndrome.
- Has had musculo-skeletal surgery involving a hospital stay.
- Other serious illness and injuries that may be exposed during the employment medical exam or history.

### **V. Medical Examination Results**

If the medical health professional discovers that the individual understated, omitted, or provided false information on the medical review form, the Human Resource Representative will be notified. The Human Resource Representative will investigate the allegations and, if confirmed, rescind the job offer.

Working with the individual's job description, the medical professional is to assess the individual's condition and make a recommendation to the personnel director as to the fitness for duty. If the medical professional believes the candidate:

- Is unable to perform the essential functions of the job (with accommodations, if requested)
- Is a threat to themselves or others.

The Human Resource Representative will inform the candidate and rescind the job offer.

### **VI. Medical Records**

Results of the medical evaluation, including the CJO/Medical Review Form, will be kept in a secure file system isolated from other personnel files. Access will be allowed only to designated employees in the Human Resources Department and to the employee's supervisor on a need-to-know basis. Records of individuals not hired because of medical review process will be kept a minimum of two years.

If you have any questions regarding the Medical Review Policy, please contact a Human Resource Representative at 310 900 7722