ALLONE HEALTH

After completing all forms, please email to
aoheastcoastalsup@allonehealth.com

FITNESS FOR DUTY EVALUATION
REFERRAL GUIDE

FOR HR AND MANAGEMENT USE ONLY

Description	A Fitness for Duty Evaluation (FFDE) is a psychological evaluation that determines whether an employee can safely, effectively, and reliably perform the functions of their position. A FFDE is requested when there is objective evidence that the employee may be unable to perform a defined job safely and effectively due to a psychological condition or impairment. An evaluative report is provided by the evaluating psychologist.
Provider	Psychologist
Reporting	The psychologist will provide a report that includes recommendations on the following: • If the employee is safely able to return to work • If the employee is psychologically able to perform the essential functions of their position with or without reasonable accommodations • If there is an increased risk of harm to self or others in the workplace • Follow-up care
Documents Needed to Initiate a FFDE Referral	• Fitness for Duty Evaluation Referral Form • Copy of Last Chance Agreement, if applicable • Copy of Performance Improvement Plan, if applicable • Copy of the employee's job description
Process to Make a FFDE Referral	A Fitness For Duty Evaluation (FFDE) should be made by the Human Resources or Operational Manager while reviewing and discussing specific issues with the employee. It is recommended that this meeting occur between the employee and the manager making the referral. During the meeting, the manager should provide a clear explanation as to why the referral is being made and what the purpose of the referral is. The employee should be instructed to contact AllOne Health by phone by the date listed on the referral form. The employee will then be referred to a psychologist. It is important to have the Release of Information signed by the employee so that AllOne Health can begin communicating with the referral source immediately. Telephonic consultation is encouraged and available prior/throughout the referral process. Please contact AllOne Health via the information at the top of this guide to initiate a consultation.
Fee	Starts at a Fee of $2,250 and may range up to $5,000 depending on the fee established by the Psychologist. This fee includes the evaluation and the report. **Admin fee may apply for a cancellation/no show
What to Expect throughout the Process	Updates will be provided by AllOne Health EAP regarding the employee's contact with the EAP, scheduling of the evaluation, and attendance at the evaluation. The evaluating psychologist will send the detailed report directly to the referring manager, courtesy copying the EAP, and the psychologist will provide further consultation on the findings within the report as required. Throughout the process, if you have any questions/concerns, please do not hesitate to reach out to your EAP contact.