

**Disability Services**  
(660) 785-4478  
(660) 785-4011 fax



McKinney Building  
100 East Normal  
Kirksville, MO 63501

## Verification of Chronic Medical Conditions

The Disability Services Office provides accommodations to students with chronic medical conditions. In order to determine eligibility for these services, the diagnosing practitioner or other appropriate professional must provide documentation. Recommended healthcare professionals include physicians, nurse practitioners, surgeons, or other specialists as appropriate for the specific condition. The provider must be an impartial individual who is not a family member of the student. All documentation must be typed, submitted on the healthcare professional's letterhead, and contain the following required information:

1. The name of the patient.
2. The date of the most recent patient office visit.
3. A specific medical diagnosis.
  - a. Include a description of any diagnostic testing employed with interpretation of results.
4. The date of the initial diagnosis.
5. The symptoms associated with the condition.
6. Functional limitations directly related to this condition.
  - a. Describe how the condition may affect the student physically or academically, including when appropriate, effects on class participation.
7. A list of current medications, including dosage, frequency, and possible side effects.
8. Recommended accommodations directly related to medical condition. Accommodations may include, but are not limited to the following examples:
  - Extended time on exams or assignments
  - Priority registration
  - Provision of class materials in a modified format
  - Assistive devices
9. A rationale for each recommended accommodation.
10. Other pertinent diagnoses or recommendations (include any anticipated changes in the student's condition).
11. Signature and credentials of the provider.

**Incomplete documentation will delay approval of eligibility for services. All required documentation should be submitted to the DSO.**