

A new program that allows employees in Oregon to take paid time off for some of life's most important moments that impact our families, health and safety. Benefits begin Sept. 3, 2023, and your patients or their families can apply as early as August 14.

**Your patients can take family and medical leave:**

- To care for themselves during a serious health condition
- To care for a family member when they have a serious health condition

**What is considered a serious health condition (OAR 471-070-1000(13))**

Paid Leave considers your patients' health condition to be serious if any of the following apply:

- The condition requires hospitalization, ongoing professional care, specialized treatments, or multiple appointments with the provider. Examples include, but are not limited to, overnight hospitalizations, home health care treatments, dialysis, physical therapy, or hospice care.
- The condition has been diagnosed as terminal, chronic, or periodically or permanently incapacitating. Examples include, but are not limited to, cancer, paralysis, or multiple sclerosis.
- The condition requires surgery and/or treatments to prepare for surgery.
- The condition involves a period of disability because of pregnancy, childbirth, miscarriage, or stillbirth. It can also include an absence from work for prenatal care, before giving birth.
- The condition involves an absence from work to donate a body part, organ, or tissue. This includes treatments before surgery, surgery itself, treatments after surgery, and the time needed for recovery.

**What is your role as a health care provider with Paid Leave Oregon?**

To complete the Paid Leave application process, your patients need to show that they have a qualifying event. Qualifying events are the reasons your patients need to take paid leave.

Qualifying events differ depending on the type of leave your patient wishes to take. Patients may qualify for medical leave and family leave if they are caring for themselves or a loved one if they or their family member are experiencing a serious health condition that keeps them from working.

Your role as a provider is to give your patients the information they need to verify their serious health condition. Your patient may give you a form that you will need to complete. Your patient will then send the completed form through Frances Online (online claim system) or by mail to Paid Leave.

**What information does the patient need to show proof of a serious health condition?**

To help your patient show they have a qualifying medical event, please fill out either of these forms: Paid Leave Oregon Verification of Serious Health Condition Form, or [Oregon and Federal Family and Medical Leave Health Care Provider Certification](#) (provided by Oregon Bureau of Labor & Industries).

## Can I submit something other than those forms to validate my patient's serious health condition?

Yes. You can submit different documentation instead of the forms listed above for your patient. Your documentation must contain the following information:

- Your patient's name
- Patient's date of birth
- If related to a serious health condition:
  - Your patient's family member's contact information (if applying for family leave to take care of someone else)
  - A short description of the patient's serious health condition
  - The start date of the patient's serious health condition and the expected end date, or an explanation that the condition is chronic or permanent
  - If the patient's condition is chronic or acute
- Healthcare provider information:
  - Name and title
  - Certificate or license number and issuing state or country
  - License area/area of practice
  - Business name, address, phone number, and email address
  - Signature from the health care provider
  - The date the documentation was signed

## When should health care providers submit proof of a serious health condition for Paid Leave Oregon?

We recommend you work with your patient and fill out any forms before they begin their application. Your patients will send their form electronically or by mail to the department when they submit their application for paid leave.

At the earliest, patients can send a paid leave application 30 days before they start their leave. At the latest, patients can send an application 30 days after they start their leave.

We encourage patients to prepare ahead of time by printing out the form and sharing it with their health care provider.

## How can I help make this process easier for my patients?

Fill out the form electronically and send the completed form to your patients by email or through the patient portal so that they can include it with their application. If you or your patients fill out a paper copy, and your patients use Frances Online, they will need to take a picture of the form with their phone and upload it to complete their application. If you or your patients fill out a paper copy, make sure all responses are legible and complete. Incomplete or illegible responses may cause delays. Patients can also mail completed forms. It may take longer for your patient to receive a response to their application.

## Contact Paid Leave Oregon

Form: [Contact Us](#)

Email: [PaidLeave@Oregon.gov](mailto:PaidLeave@Oregon.gov) or call: 833-854-0166 (toll-free)