



## **Documentation Requirements for Sensory Impairments (Vision and Hearing)**

### **Documenting a Sensory Impairment (Vision and Hearing)**

A sensory impairment can manifest itself in a variety of ways among individuals. The condition can also present a wide array of symptoms and functional limitations to any given individual over a lifetime. Therefore, current documentation serves as the foundation for an individual's request for accommodations at Emory. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodations.

Test results, while not a requirement, can be helpful in supporting accommodation requests. Numerical data, as well as a summary of assessment procedures and evaluation instruments used to make the diagnosis may be submitted to OAS as additional supporting documentation.

OAS understands that an individual's functioning may be impacted at times by the absence or presence of mitigating measures (such as medication, auxiliary aids, adaptive devices, etc). Evaluators should disclose the impact of mitigating measures and OAS staff will accommodate based on the individual's lowest level of functioning.

All employees and applicants wishing to request accommodations due to sensory impairments should refer to the following documentation requirements:

#### *1. Requirements of the PRACTITIONER:*

- A) Ophthalmologists and optometrists are the primary professionals involved in diagnosis and medical treatment of individuals who are blind or who experience low vision. Physicians, including otorhinolaryngologists and otologists, are qualified to provide diagnosis and treatment of hearing disorders. Audiologists may also provide current audiograms.
- B) Practitioners need to adhere to their profession's code of ethics as it relates to qualifications and conflicts of interest.
- C) Documentation must be typed, dated and signed by the evaluator and submitted to OAS on professional letterhead in English.

#### *2. Requirements of the REPORT:*

- A) A clear statement of the sensory impairment including pertinent symptomatology and any fluctuations in the individual's condition.

B) Documentation must be current. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodation.

- C) Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual, within the academic environment or workplace must be included.