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## **DISABILITY CLAIMS ASSESSMENT**

Please note that the employee's sick leave does not have to be exhausted before an application for disability claim evaluation (medical boarding) is made.

Documents required for processing a disability claim

1. Employee's application for medical boarding
2. The employee's service register
3. The employee's sick leave record
4. Proof of employee's qualification
5. Detailed report from the employee's supervisor (guidelines attached)
6. The employee's job description
7. Reports from the employee's treating doctor/s and therapists
8. Copies of doctor's diagnostic test results
9. Consent form to be completed by the employee.
10. A certified copy of an employee's identity document (ID)

Initial medical evidence required is the report from the employee's treating doctor, copies of test results done to confirm the diagnosis and other medical reports available from other health care professionals. These medical reports must be original documents and NOT be more than 6 (six) months old

The onus is on the employee to prove disability therefore, the cost of the initial medical evidence should be borne by an employee.

It is important to note that the supervisors /line managers should not take the initiative of referring the employee to an independent specialist or other health service provider for additional medical evidence as that might not be the relevant service provider.

PHS disability management team in consultation with the supervisors/line managers will initiate the process of acquiring additional medical evidence, so as to ensure that appropriate specialists are utilized and employees are saved unnecessary costs.

Forward the completed application form to:

Mr Johan Theart  
Employee Service Centre  
South African Post Office Limited  
PO Box 2120  
Pretoria  
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