

---

## TIME SENSITIVE URGENT RESPONSE REQUIRED

Date:  
[Physician]  
[Office / Address]

The physician can edit the task list details by notation or strike-through to change or delete. Initial each change and return the signed letter.

Claim No:  
Employer:  
Date of Birth:

Fax back to:  
Attn:

Dear Dr.

[Employee] is currently unable to perform the physical tasks required of their regular job. [Drywall Company] has temporary modified duty work available which requires the ability to perform the tasks outlined below.

If you have any questions regarding the outlined tasks, please contact [Person] with [Company] at [Phone].

### JOB TASKS

Work Shift: \_\_\_\_\_

**Please check the tasks that [Employee] is currently able to perform:**

\_\_\_ **Tape** – Apply tape to drywall and apply thin coat of mud using trowel. Involves standing, stooping, bending, climbing, handling and reaching.

\_\_\_ **Instant drywall** – Use variable-speed screwdriver to secure drywall to wall frame. Lifting to 10 pounds. Involves standing, stooping, bending, climbing, handling and reaching.

\_\_\_ **Clean up drywall mud and texture** – Use trowel to remove excess clumps or rough drywall pieces. Involves standing, stooping, bending, climbing, handling and reaching.

\_\_\_ **Arrange materials in the warehouse** – Categorize inventory and move materials. Also, could involve handwriting or computer input. Lifting 50 pounds. Involves standing, stooping, bending, climbing a ladder, pushing, pulling, lifting, carrying, handling, fingering and reaching.

\_\_\_ **Spot nails** – Use hand tool to tap the nails into the drywall and cover each nail with mud. Involves standing, stooping, bending, climbing, handling and reaching.

\_\_\_ **Walk new residential houses to identify drywall repairs** – Use hands to place pieces of blue making tape where repairs are needed. Involves walking, occasional bending and reaching.

\_\_\_ **Prep repairs for texture and prime** – Involves use of small strips of drywall at times. Carrying up to 5 pounds. Involves frequent back-and-forth hand motions as well as reaching and pushing.

\_\_\_ **Answer phones** – Take incoming calls and messages and transfer to appropriate extensions. Involves sitting, standing, reaching, handling, gripping and fingering.

\_\_\_ **File** – Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, fingering, grasping and handling.

\_\_\_ **Purge or shred files** – Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, handling and fingering.

\_\_\_ **Sort invoices/bills** – Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, handling and fingering.

\_\_\_ **Paint** – Interior painting, touch-up and prep of walls and hallways. Includes spackling, caulking and taping. Re-strip parking lots and paint curb barriers. Lifting up to 10 pounds. Involved standing, walking, stooping, bending, climbing ladders, handling, fingering and reaching.

\_\_\_ **Sweep** – Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.

**[Employee] is able to perform the tasks checked above.**

**Comments:**

---

---

---

---

---

---

**Physician's Signature (MD or DO required)**

---

**Date**

---

**Physician's printed name**

Cc: [Employee]

Cc: [Attorney, if represented]