

**Student Checklist for Returning from a HLOA processed by
Gannett Health Services
Medical Services**

- 1) Notify Gannett in writing that you wish to return to Cornell from your HLOA:
 - o You may do this via a brief email to the Chair of the HLOA Committee at healthleaves@cornell.edu.
 - o Once we have received your notice, we will begin tracking your materials as they arrive, and we will provide you any further information you may need.

DEADLINE #1: Your written notification must be received no later than **June 1** for a proposed fall semester return or **November 1** for a proposed spring semester return.

- 2) Contact the academic advising office for your college and inform them you have begun the HLOA return process with Gannett.
 - o Begin any academic planning you may need to do with them. Be sure to ask specifically what your college requires from you in order to return.

- 3) Submit to Gannett
 - By FAX: Attention: Chair HLOA Committee, 607-254-5244
 - By mail: Attention: Chair, HLOA Committee, Gannett Health Services, Ho Plaza, Ithaca, NY 14853-3101
 - a. A legible letter from student’s PCP (primary care physician) or healthcare provider stating current medical status, scope of care (including diagnosis, treatment, medication, recommendations for continuing medical care, relevant labs/x-rays/test results), and recommendation for student’s conditional or full return academic life at Cornell.
 - b. A signed Authorization for Disclosing Protected Health Information form to permit Gannett staff to discuss, if necessary, with home clinicians the patient’s illness, treatment and fitness for return

- 4) Follow-up with your PCP/healthcare provider(s) to ensure the requested information has been sent to Gannett. .

DEADLINE #2: Your treatment reports must be received by the HLOA Committee no later than **July 1** for a proposed fall semester return or **December 1** for a proposed spring semester return.

CAUTION: If you miss one of the deadlines indicated above, your return from your HLOA will be postponed until a later semester.

NOTE: We are not able to notify students as individual documents are received by the HLOA Committee. Therefore, if you require notification that your materials have arrived, you will need to arrange with your postal service to mail your documents with a return receipt requested.

NOTE: Documentation is reviewed as it is received; therefore if you have completed your treatment expectations, then it is to your benefit to submit your treatment reports as early as possible to speed up the process of your return.

Once ALL of your documentation has been received, the process is completed as follows:

- HLOA Committee reviews treatment reports and decides whether or not to clear student to return. 2 days
 - o Some students may require evaluation by Gannett clinical staff.
- Student is notified of the decision in writing. 1 day
- Executive Director of Gannett notifies student’s college. 5 days

Approximate Total Time is 8 working days, although actual time may vary depending on circumstances.

Forms indicated above are available on the Gannett website www.gannett.cornell.edu/HLOA
Questions may be directed to the Chair of the HLOA Committee at healthleaves@cornell.edu.