NEW YORK STATE | Office of General Services

Bureau of Parking Management
Concourse Level, Room 144
Empire State Plaza
Albany, NY 12242
https://ogs.ny.gov/parking
Email: parking.management@ogs.ny.gov
Phone: 518-474-8118

Medical Parking Application

Medical Provider Checklist for Medical Parking

Applicant Permission

I, _____(applicant name), do hereby give my permission to _____ (medical provider, including, but not limited to, MD, DO, DPM, OD, NP, PA, or PT) to provide medical information concerning my application to NYS OGS, for medical parking, and to discuss this information with the NYS Employee Health Service and the OGS Medical Parking Review Committee, if requested.

I certify that to the best of my knowledge, all required information has been included, and that if it is not, I understand that the packet will be returned to me for completion and resubmittal. I further acknowledge and certify that I have read and understand the **"Medical Parking Permit Program Information and Instructions"**, that accompany this application.

_____ _____
Applicant Signature **Date**

Medical Provider

This form must be completed ONLY by a medical doctor (MD), doctor of osteopathy (DO), doctor of podiatric medicine (DPM), optometrist (OD), nurse practitioner (NP), or physician assistant (PA), or physical therapist (PT).

The above state employee is applying for a medical parking permit because of a disability. This application will be reviewed pursuant to all applicable federal and state laws, to determine whether medical parking is appropriate. Your diagnosis, assessment, supporting documentation, and prognosis provides the KEY input to the review process, which is necessary to provide medical parking that meets the employee's needs without creating an undue hardship to the employer.

Please indicate disability type: ☐ **Long Term (3 Years)** ☐ **Temporary** (How long is the disability expected to last?) _____

Diagnosis (**Provide detailed information**):

In addition to this form, separate supportive documentation from your medical provider MUST be included for all requests involving BOTH Long Term and Temporary accommodations.

All documentation must be dated within 6 months of application date. Medical documentation may include, but is not limited to, the following: Medical assessment of the condition you are applying for, diagnosis, imaging, physical therapy notes, etc.

Medical Provider Name	**Medical Provider Professional License #**

Medical Provider Phone	**Medical Provider Address**

_____ _____
Medical Provider Signature **Date**
By signing, I certify that a medical parking accommodation is recommended for this applicant.

***** Faxed documents and emails will not be accepted. Packets must be submitted to your Parking Coordinator*****

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Medical Parking Permit Program

Information and Instructions for Applicants

Policy: It is the policy of OGS to centrally manage all medical parking permits in the Albany parking area. The goal is to facilitate an understanding of the underlying law, regulations, and procedures that OGS must follow in evaluating employee applications for medical parking permits, for vehicle parking at its downtown Albany parking facilities and Harriman Campus managed lots.

Requirements: In order to be considered for a medical parking permit, the applicant must follow all guidelines and requirements of the OGS Medical Parking Program. Applicants' submissions are reviewed by the OGS Medical Parking Committee. Recommendations are based on the physician's assessment, provided separately with applicants' submission, which should speak to specifically why the applicant needs a parking accommodation.

Accommodations: Medical parking accommodations may include surface lots served by shuttle buses, and both unreserved and reserved garage lot spaces, based on the needs of the applicant and the availability of such spaces at the time of their application.

***Harriman Campus Employees:** Medical parking accommodations can either be medical reserved parking spots or general medical parking spots. Harriman Campus Employees should drop off their Medical Application with their designated Parking Coordinator.

Medical Parking Governance

OGS operates a network of garage, surface, and peripheral lots, which provide employee parking within the Albany area. OGS has established a Medical Parking Application Review Committee (MPARC) which consists of the Director of Parking Services or designee, a representative from the OGS Legal Services Office, and a representative from the Diversity and Equal Employment Opportunity office. The MPARC will meet regularly with a member of the Employee Health Services (EHS) nursing staff to review selected applications. Applicants can also contact the EHS nursing staff with questions about their applications.

In addition, OGS has established a Medical Parking Appeals Committee which consists of a senior staff member of the OGS Legal Services Office, a senior staff member from Employee Health Services, and a senior staff member from the OGS Bureau of Real Property Services.

How to Apply for a Medical Parking Permit

Please note: Paperwork must be brought to the Agency Parking Coordinator, and sealed in the OGS medical envelope, which will be provided to you by your agency or directly from OGS Parking Management (upon request). Applicants must submit an application for medical parking with a detailed assessment of their medical condition from their medical provider, including capabilities and restrictions as they pertain to parking and building access. To obtain a medical parking permit application, please contact OGS Parking Management.

*Please Note: OGS does not accept DMV, FMLA, or Reasonable Accommodation determinations as a form of separate supportive documentation.

What Happens After You Apply

Once an application is received, MPARC will meet to determine the employee's eligibility for medical parking. If the application is approved, MPARC will recommend the most appropriate parking location. MPARC's review of the application consists of two parts:

- The first part determines whether the applicant has supplied the required medical documentation to support their request for medical parking.
- If the application contains the required documentation, MPARC then determines the most appropriate location for the applicant to park.

In the event that applicants are not granted their requested medical parking accommodation, they may file an appeal, so long as it includes additional documentation from their physician, which will be reviewed by the Medical Parking Appeals Committee.

What if You Have a DMV-Issued Permit

Employees who have a NYS Department of Motor Vehicles handicapped parking hang tag (blue tag) may pay to park in medical reserved spaces in OGS-managed VISITOR LOTS and be subject to visitor parking fees. In order to park in employee permit lots, the employee must apply for and receive a permit in accordance with the OGS medical parking permit evaluation procedures.

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