

Office Ergonomics E-Ergo Request Form



Submit form and photos to ccollomy@memic.com. MEMIC's Ergonomic Team will review and send an electronic report (in most cases) within two business days.

Date Submitted:		Contact Person:	
Company Name:		Email Address:	
Policy Number:		Phone Number:	
Evaluated Employee's Name:			

Please indicate whether this is a preventative evaluation or if the worker is experiencing discomfort.

General Evaluation Discomfort*

*If you check the "discomfort" box describe the employee's symptoms and specific body part in the space below.

Miscellaneous Questions:

Does the person wear bifocal/trifocal/progressive lens glasses? Yes No

Does the person cradle the phone between ear and shoulder when using the phone and computer simultaneously? Yes No

Help us give the best recommendations possible...

- Make sure jackets/sweaters are removed from the chair back
- If the employee has a sit/stand workstation, take all photos while seated **and** standing
- Make sure to include all photos requested, feel free to send more if you feel necessary

Submit your photos by attaching separately in an e-mail to ccollomy@memic.com.

#	PHOTOS NEEDED WITH EMPLOYEE WORKING	EXAMPLES:
1.	Profile Shot with Hands on Keyboard: <ul style="list-style-type: none"> • Employee's hands on keyboard • Hold the camera at the employee's eye level • Make sure to capture the whole body 	
2.	Profile Shot with Hand on Mouse: <ul style="list-style-type: none"> • Employee's hand on mouse • Hold the camera at the employee's eye level • Make sure to capture the whole body 	
3.	Rear Shot: <ul style="list-style-type: none"> • Employee's hand on mouse • Hold the camera at the employee's eye level • Make sure to capture the whole body 	
4.	Empty Desk: <ul style="list-style-type: none"> • Have the employee step away from the workstation • Hold the camera where the employee's eye level would be • Make sure to get the ground under the workstation, the workstation, and the monitors 	
5.	Staged Neutral Seated Posture Shot: <ul style="list-style-type: none"> • Have the employee back away from the desk slightly • Employee sitting in the chair, back against the chair, feet on the ground, shoulders relaxed, and elbows bent at 90 degrees 	