



FMLA and DISABILITY FORMS NOTICE

We are happy to assist you with your FMLA and Disability Forms. The following procedure must be followed to insure timely and accurate completion of your forms:

- ❖ Please contact your employer for your blank FMLA and Disability Insurance forms. We cannot provide the forms that are specific to your company.
- ❖ A HIPAA compliant signed release of information form must be completed by the patient that will permit us to send your personal health information to the employers and insurers.
- ❖ All new FMLA and Disability Insurance forms must be mailed or brought to this office. FAXING new forms is unacceptable. Once the initial form is completed your insurance company may ask for updated information. These requests may be faxed to our office.
- ❖ A \$20.00 charge for EACH form must be paid before we will begin to complete the forms. If mailing forms please include payment in the form of a check. You may also ask that we phone you for credit card payment information. This is a necessary fee due to the volume of forms received and time consuming questions presented by your insurers. Those forms submitted to cover updates on medical conditions received directly from insurers must also be paid by the patient prior to completion. The fee for medical form updates is \$20.00.
- ❖ FMLA forms can be completed prior to your surgery date. The fee is \$20.00.
- ❖ Disability forms cannot be completed until after your surgery date due to the fact that disability insurance companies require specific information concerning the surgery and recovery time.
- ❖ If you have questions please phone our office at 387-8100 and ask to leave a message for the Disability Forms Coordinator who will be happy to return your phone call and answer any questions.