



## **FORMS Policy: Medical, FMLA, Disability, Insurance, etc.**

Please take a moment to read through this form. Only completed and signed forms will be processed. Any missing information will cause a delay and/or for your incomplete forms to be returned.

- There is a **\$25.00 charge for each individual form set** that needs to be completed by our office.
- For surgical patients or those who are aware multiple forms will need to be completed, **we will complete all forms within a 90-day period for \$50.00.** The fee is due upon the initial request date.
- Please allow up to **10 BUSINESS DAYS** to process your request.
- Medical forms **WILL NOT be completed during your office visit with the doctor.**
- Our Provider's **WILL NOT** fill out disability paperwork unless your doctor has given you a note taking you out of work OR provided restrictions.
- Our Provider's **WILL NOT** backdate forms. The start of disability will be the date of surgery OR the first date a work note was provided.
- Patients who **have not been seen in six weeks** or more **MAY** be asked to schedule an appointment with their doctor prior to completion of forms.
- A **completed, signed authorization form and payment is required prior to processing.** Please make sure you have completed and signed this form. (Attached)
- We **WILL NOT** accept any forms with writing in the **Provider** section. Forms must be blank upon receipt.

**The completed medical release and fee must be received at the time the request is made to process your forms. Again, please allow up to 10 business days to process your request.**