

Disability & FMLA Forms Request Policy

- 1 Disability and FMLA forms can be either dropped off or faxed to our office.
- 2 Effective December 1, 2012, we will complete the first set of forms per family for completion as a courtesy to you. Each additional form will be assessed a \$15.00 fee per surgery, procedure, pregnancy or any other one occurrence. This fee is due at the time the forms are dropped off.
- 3 All disability and FMLA forms must be received by 12:00pm (Noon) on Tuesday in order to be completed by Wednesday of the same week. Forms will be available for either pick up or to fax by Wednesday afternoon.
- 4 All patients must sign a medical release form and a Form Completion Request Sheet before we can complete the form.

If you have any questions, please contact Jennifer in the Finance Department at (847) 244-4366 x30 or fax any information to:

Attn: Finance Department
(847) 244-4494

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