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Disability Forms & Family Medical Leave Act (FMLA) Forms

****this is ONLY if you or your care giver works****

***** IMPORTANT *****

There is a \$10 charge for the completion of Disability and/or FMLA forms (per form, not page). Payment must be received prior to form(s) being completed by our staff. PRIOR to ANY forms being completed, three very important factors MUST be accomplished.

- 1. The attached authorization form **MUST** be completed.*
- 2. \$10.00 **MUST** be paid.*
- 3. Any section of your forms that requires the patient and or employee to be filed out **MUST** be completed.*

If ANY of these items are not completed, your paperwork will be held and NOT processed, until ALL of the items are received and completed.

Please allow 5-7 business days for processing.

Forms can be dropped off @ any of our offices, and or can be faxed to **Attn: Disability Dept @ (513) 246-2391**. Remember forms must be paid for prior to completion, credit and/or debit cards or via phone.

If you have any questions, please contact our office at 513-246-2300.