

FMLA / Disability Paperwork

If you need paperwork completed for FMLA or short-term disability after your surgery, there are a few things you should know:

- Patients must sign an authorization to release information to their employer or leave of absence company before they can be sent to the appropriate party. This release is in accordance with federal law regarding patient privacy. To prevent delays, it is suggested that you sign this release at the time of your consultation or when your surgery is scheduled.
- It is the patient's responsibility to submit the forms to us in a timely manner.
- Salem Surgical Associates charges \$20.00 PER form, which must be paid before the form is completed. Payments can be made in person or by phone. FMLA, Disability claims, and Return-to-Work forms are all separate, whether given at one time or separately.
- Forms are completed by staff and then signed by the doctors. As this is the case, the patient must inform the staff of the amount of time off they require, as discussed with their provider. This may include a continuous period of time off from work, a return-to-work date, and any restrictions they may have after surgery.
- If a form must be edited due to a discrepancy in the dates provided, there will be a \$5.00 additional fee to complete the form again.

Forms can be faxed to the employer or disability company, or the patient may pick up the form. If the patient chooses to pick up the form, it is his/her responsibility to submit the form in a timely manner to the correct party.