



FMLA/DISABILITY/ETC. DOCUMENTS

EFFECTIVE 04/01/17

THERE IS A 50.00 FEE FOR FMLA/DISABILITY AND ALL OTHER TYPES OF DOCUMENTS THAT REQUIRE PHYSICIAN TO COMPLETE, THERE WILL BE A FEE DUE AT THE TIME OF APPOINTMENT.

STEPS TO GETTING DOCUMENTS COMPLETED

1. SPEAK TO THE PHYSICIAN ABOUT GETTING THE DOCUMENTS COMPLETED AT YOUR APPOINTMENT. THE PROVIDER WILL THEN APPROVE AN APPOINTMENT FOR YOU TO COME BACK TO HAVE THE DOCUMENTS COMPLETED.
2. MAKE APPOINTMENT FOR COMPLETION OF THE DOCUMENTS.
3. BRING IN ORIGINAL DOCUMENTS, GIVE TO FRONT DESK TO SCAN INTO YOUR CHART SO THE PROVIDER CAN REVIEW BEFORE YOUR APPOINTMENT OR HAVE YOUR EMPLOYER OR INSURANCE FAX OVER YOUR DOCUMENTS TO 480-353-2066.
4. AT THE TIME OF YOUR APPOINTMENT THE PHYSICIAN WILL FILL OUT THE DOCUMENTS, SIGN IT AND SCAN IT INTO YOUR CHART AND THE ORIGINAL WILL BE HANDED BACK TO YOU.
5. YOUR MEDICAL ASSISTANT WILL THEN FAX A COPY TO THE FACILITY REQUESTING THE DOCUMENTS.

Patient Name: _____

Patient Signature: _____ Date: _____