



## **FMLA & Disability Form Policy**

Thank you for choosing Sano Orthopedics for your care. Please see the description of Sano's policy regarding FMLA and Short-Term Disability Forms.

- A \$25 charge is required for completion of form(s). Separate fees for each form received. (FMLA, short-term disability, accident forms, etc.)
- Patients must sign a "FMLA & Short-Term Disability Authorization" before their initial form can be completed.
- After payment is received and an authorization has been signed, paperwork will be completed within 7-10 business days.
- Our office does not complete forms for long-term disability claims.
- All forms must be faxed, emailed to [documents@sanoorthopedics.com](mailto:documents@sanoorthopedics.com), mailed, or turned in at the concierge desk.
- Our office will complete forms for ALL patients that are placed off work.
- Urgent Care providers are only responsible for completing FMLA or Disability forms if the patient was placed off work during the Urgent Care visit.