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## Athens Bone and Joint Disability/FMLA Form Completion Policy

We are happy to complete disability forms for you, however, due to the growing number of forms that need to be completed, and the time involved, our office has instituted the following policy.

**There will be no exceptions to the policy.**

1. Forms are completed in the order that they are received. All patient information must be completed before we can accept the forms.
2. Please allow 10 business days for the completion of your forms and plan accordingly.
3. Forms cannot be completed until your most recent office note has been dictated and transcribed. This may increase the time it takes to complete the forms.
4. There is a **\$25.00 fee per form** which must be paid before we will release the completed forms.
5. If you are covered by Worker's Compensation, please be aware that you are responsible for the payment of disability/FMLA forms; Worker's Compensation does not cover this cost.
6. When forms have been completed, a representative of Athens Bone and Joint will contact you by phone to inform you that they are ready to be picked up at our office. A copy may be faxed to the insurance company only after the \$25.00 fee per form has been paid.
7. **FORMS MAY NOT BE GIVEN TO THE PHYSICIAN OR PHYSICIAN ASSISTANTS AT ANY TIME.**

I have read and understand the Athens Bone and Joint's Disability/FMLA Form Completion Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date