

## DISABILITY/FMLA INFORMATION

The following guidelines are for disability/FMLA for your pregnancy.

1. Complete the patient information section of the form(s) and **make sure you sign and date the form(s).**
2. **Provide us with where you want the form(s) to be sent.** We need the address or fax number of your disability carrier or where you would like the FMLA paperwork sent. If you would prefer to pick up the form(s), please let us know and we will have a copy at the front desk.
3. Please give your form(s) to the receptionist at the front desk at check-in. **DO NOT** give it to the nursing staff or the provider. **They will not be responsible for lost documents.**
4. We **CANNOT** complete the form(s) until the actual start date of your disability.
5. Disability/FLMA forms will be completed within five to seven working days.

If you have any questions regarding your disability claim, please ask to speak to our front office manager.