

## **FMLA & DISABILITY FORMS**

We will be happy to complete any Family Medical Leave Act (FMLA) or Disability Forms. All FMLA & Disability forms will be completed within 14 business days from the date submitted to our office. We will contact you upon completion. There is a \$25 cash fee for completion of each form. All forms must be checked in at the front desk.

## **Medical Record Requests & Transfers**

Medical record requests will be processed within 7-15 business days, upon completion of a signed medical records request received in our office. There is a \$0.97 per page cash fee for production of medical records for personal use and transfer of records. Please see a member of the Front Office for the necessary form.