

Mid-South Surgeons, PLLC
Policy for Disability/FMLA Forms

We will be happy to complete these forms for you.

We also ask that you allow **10 business days** for the completion of these forms. Please let us know at the time you present these forms whether they are to be faxed, mailed or if you wish to pick them up at our office. For the protection of your personal information, and following HIPAA guidelines, we will fax forms only to your employer, your insurance company, or to you directly. We will not fax forms to anyone else. If we are faxing or mailing forms, it is the patient's responsibility to provide us with correct information. We cannot be held responsible if your employer or insurance company loses your paperwork. We will be happy to provide a copy for you to pick up.

Due to personnel and physician time involved in processing these forms, there is a charge for this service of \$10.00 per form. For any form over 10 pages, the charge is \$20.00. Each type of form is a separate payment, based on the rates listed. These fees are due prior to our processing of these forms.

It is not our policy to call insurance companies with any information regarding your claim. Any requests for information must be in writing, with a signed release from the patient. We will accept faxed requests.

If you have any questions, please feel free to contact our office.