

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

We will be happy to complete Disability or FMLA forms for you.

We 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 will 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.

Due to personnel and physician time involved in processing these forms, there is a charge for this service of \$20 for Disability forms and \$20 for FMLA forms. These fees are due prior to our processing 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.

Phone: 931-380-3033

Fax: 931-388-3401