

## DISABILITY FORMS POLICY

As a small practice with limited staff, we have put the following policy in place for the filling out of disability forms. This can include short, or long-term disability, SSI, attorney forms, and FMLA forms.

- **The client must have been a client of this office for at least 6 months for long-term disability or SSI forms to be completed.** We are happy to provide your medical records, but we will not make the determination if you qualify for long-term disability.
- A client must have completed **two visits** for short-term or FMLA forms to be completed.
- **Paperwork can take up to 14 days to complete.** It may be completed earlier, but it is done on a first-come-first-served basis. Please understand it is difficult to rush this process due to the limited staff available to complete these forms.
- Clients must be compliant with ongoing treatment including medications and keeping appointments to have the office continue filling out disability forms.
- Clients must have seen the provider within the **last 30 days** to submit disability paperwork.
- Blank forms will not be accepted: At a minimum, the client's name and date of birth should be filled out on the form prior to submission.
- **There is a charge to fill out these forms. Please see the Practice Fee Schedule for the cost to complete these forms.**

Updated: 4/1/2025

Client Printed Name: \_\_\_\_\_

Clients Representative Printed Name: \_\_\_\_\_

*If client is a minor / has guardian:*

Parent / Guardian Printed Name: \_\_\_\_\_

The CLIENT MUST sign the consent if they are able to do so. The only exceptions are if the client is a minor, or has a legal document giving permission for someone else to sign on their behalf.

\_\_\_\_\_  
Client / Clients LEGAL Representative / Parent or  
Guardian Signature

\_\_\_\_\_  
Date