

**Athens General and Colorectal Surgeons
St. Mary's Medical Group, INC.
740 Prince Avenue, Building 2
Athens, GA 30606
Phone: (706) 548-5488**

Dear Patient,

Please be advised that most employers require employees to submit a disability form or a family medical leave request (FMLA) when the employee will be out of work for surgery and post op recovery. These forms have to be completed and signed by a physician. Should you need to submit either of these forms to our office for completion, we ask that you do so as soon as you are aware that they are needed.

**OFFICE POLICY FOR DISABILITY FORMS &
FAMILY MEDICAL LEAVE ACT PAPERWORK (FMLA)**

- Disability forms will be completed within **5-7 business days** from the date they are submitted.
- **There is a \$25.00 charge for each form requiring completion.** This fee can be paid at the time the forms are left with our office or once they are completed. However, if you request that the forms be mailed to you, your employer, or another party, prepayment of the fee is required.
- Disability forms and Family Medical Leave Requests are **not accepted or returned via fax.**

Should you have any questions regarding this policy, please let us know.

Thank you,

Administration

I have read and understand the above policies regarding FMLA/disability forms.

Patient Signature

Date