

1. When you are pregnant, **if you are unable to report to work you must call and speak with a nurse that day so your symptoms can be evaluated for possible in-office care and documented in your chart.** We cannot provide a doctor's note for missed time if you do not speak with a nurse or see a provider. We also can provide you with a copy of your scheduled appointments to share with your employer upon request.
2. Please obtain your forms from your Human Resource Representative at least 2 weeks prior to delivery. This allows ample time for completion.
3. Please obtain an authorization from your Short-Term Disability (STD) company allowing us to share your medical information with them. This way your STD claim can process efficiently and smoothly.
4. **Any sections of the form that are to be completed by the Employer/Employee (patient) must be filled out and signed prior to submitting them to our office.** We will not accept the forms unless those areas are completed prior to submitting them to our office. Our staff cannot complete those areas for you!
5. Due to the volume of Patients that are requesting form completion – **Please allow at least 7-10 business days for completion.** Forms are completed in the order they are received. Completed forms need to be picked up by you or your designated individual (photo ID is required).
6. If your spouse or significant other needs a form completed, you must fill out a medical records release form allowing us to release your information to his employer. Please ask at the front desk for that form or it can be found on our website – hover over the Patient Info tab and then click on Information and Forms. In the third box, scroll down to Record Release Authorization.
7. The Provider will provide their clinical recommendation for how long the Patient should not work, that recommendation is going to be **6-8 weeks from date of delivery** (pending any complications). The Provider is setting forth their clinical recommendation. A doctor's note for bonding time is not required for FMLA and is not provided. To grant or decline FMLA or disability leave is a discussion between the employee/employer.
8. There is a **\$15.00 completion fee** for each set of forms, which is standard practice in most medical offices. To have your completed forms uploaded to your Patient Portal you must pre-pay the fee. You can then print off the forms and submit them to your employer. If you choose not to pre-pay the \$15.00 fee the forms will need to be picked up at the office.

We try to make this form process as smooth as possible.
We appreciate your understanding and cooperation with these forms.
Thank you.