

## **DISABILITY FORMS**

- There will be a fee due prior to the completion of your forms. Please be advised that most fees are \$15 per form requesting the Physician's Signature. Some fees may vary due to the type of form being submitted. For further information, please contact the Forms Specialist
- The claimants/insured's portion of the form **must** be completed before the form can be accepted.
- Forms are processed within **5-10 business days' minimum** after payment has been received by the forms specialist. If there is anything they are unable to answer on the form the patient's chart is then forwarded to the physician for completion.
- Once completed, forms are mailed to the company that requested them, unless otherwise specified by the patient. If the patient would like to pick up the form in person or have it mailed directly to them, it should be noted on the form.
- If the patient wants someone else to pick up their form, a letter stating the name of that person and the patient's signature is required before it is released.
- It is helpful if the patient calls the forms specialist to ensure they are ready before coming to pick up.
- Only one physician's information may be place on each form, when turning in multiple forms.
- All record requests must be sent to the attention of the Medical Records Department.

**DISABILITY FORMS SPECIALIST NUMBER:** (813) 978-9700 ext. 7106

**DISABILITY FORMS SPECIALIST FAX NUMBER:** (813) 977-6308

WE ACCEPT CHECKS, CASH, MONEY ORDERS, AMERICAN EXPRESS, DISCOVER, VISA, AND MASTERCARD.