



Keeping you active.

Disability Forms

- There will be a fee due prior to the completion of your forms. Please be advised that **most** fees are \$35.00 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 physician's secretary.
- 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.
- 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 forms in person or have it mailed directly to them, it should be noted on the forms.
- If the patient wants someone else to pick up the forms, 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 physician's secretary to ensure the form is ready before coming to pick up.
- Forms can also be dropped off at any one of our FOI locations. A rep will turn the forms in to the physician's secretary once the fee is collected from the patient.
- If you are treating with more than one FOI Physician, a separate form must be turned in and fee paid for each physician.
- All records requests must be sent to the attention of the Medical Records Department.

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