



Family Practice

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The Family Medical Leave Act requires your employer to allow you to take time off work for health or medical reasons, without pay. To qualify for this benefit your employer will require you to complete a FMLA form, have your physician sign it, and then return the form to them.

The physicians and team members of Primary Care Medical Center value service and our mission is to provide true patient care. With this in mind we want to share our process for completing disability and FMLA forms.

Our policy regarding completion of all forms is as follows:

- Forms may be delivered directly to the office or faxed to 270-759-9966.
- A \$25.00 fee must be paid, in advance **PRIOR** to our staff completing the requested paperwork. **This fee recurs every time we are required to verify an additional set of paperwork.**
- Advise us of the date range you (or your family member) are anticipating being off work. Please note that the date of disability determination is made independently by the physician, subject to his/her medical opinion. However, we are requesting, in advance your expectations in this regard.
- In the event subsequent disability forms require completion, the entire process repeats.
- Please **anticipate** your need, well in advance, for the completion of disability forms.
- Once we receive your forms, please allow us 5 to 7, upon completion our staff will notified you.