



Insurance Forms

- These forms might include **FMLA** (Family Medical Leave Act), **STD** (Short Term Disability) or **LTD** (Long Term Disability).
- You will need to take time off from work once you have your baby; all employers supply you with FMLA or STD paperwork that is pertinent to your company.
- Your partner's employer needs to supply your partner with separate paperwork from yours if their employer allows time off or they need time off.
- All FMLA and Disability paperwork goes through our Health Information Department to be reviewed for compliance before it can be completed by your doctor's office.
- **DO NOT** drop off paperwork directly to the office. Please have the forms faxed to us by the insurance/disability company handling your claim, including their Authorization to Release Healthcare Information form signed by you. Most disability companies (ex: UNUM) allow you to sign and review these forms online. This allows us to complete your request in a timely manner.
- Please allow up to 30 days for forms to be completed and returned once received. Any missing information could delay this process.
- Please have these forms faxed to us at (207) 523-8598.