

Regarding Disability Forms

There is a charge of \$10.00 per form which must be paid before form(s) are completed.

Forms must be filled out completely and signed by the patient before this office will accept the form(s); this includes employer section & patient or insured's section. Please make sure there is a correct mailing address for your insurance company or employment facility on the form.

All completed forms will be mailed to the insurance company, employer, you (the patient), or you will be called to pick up your forms within 14 business days from the date the forms are received in our office. Please make a note, we do not accept faxed request nor do we fax information out of the office. Our fax number is a dedicated fax line to our medical facilities only.

Every effort will be made to adhere to this time frame; however there may be exceptions occasionally due to unforeseen circumstances. In the event that it will take longer than 5-7 business days, the office will try to notify you in advance.

Should you have any questions, please contact Myra Matthews at (828)225-1920 ext. 214. If you should get her voice mail PLEASE DO NOT HANG UP, leave message and she will return your call as soon as possible.

Please sign an authorization form so that we can release information regarding our disability status to the insurance company if it is not included on the forms you are turning in.

Effective 11/10/2005

CJD WELCOME LETTER