

## If You Need NCF To Complete Disability Forms or Write a Letter on Your Behalf

NCF understands the importance of disability forms to our patients. Please read this carefully to understand what you can expect and what information is needed from you.

### Turnaround Time

Please provide us with as much advance time as possible when you need us to complete disability forms. To be done properly the process takes time, at least 10 business days after your payment has been received (and sometimes longer). **We regret that we may be unable to complete the process on short notice. Phone calls and messages to the office about your forms will delay the completion of your forms.**

### What Is Needed From You

To complete your request accurately and promptly, these things are required **each time** you need a disability form completed.

1. Provide a **copy of the specific form** needed. Please be sure you have filled out the portions required of you and have signed the form if required. Please do not fill in any of the physician sections. This will only delay the completion of the forms. Be sure you have included the name and address of the person who is receiving the form.
2. Specify what **issues** are important. Please provide a written note of those issues that you or your employer consider important in the disability determination.
3. Complete the **Work Capacity Form**. The doctor needs answers to those specific questions to complete your forms. Please be prepared to complete this each time you request us to complete a disability form. Without the completed Work Capacity form, we are not able to complete your disability forms.
4. Include an **NCF release** signed by the patient. By law you must authorize us in writing to provide this information. Verbal authorizations are not sufficient. Only the patient may authorize the release of information unless you hold a formal legal medical power of attorney.
5. There is a **fee** for each form. Fees for common disability forms are: FMLA \$50; most single page work disability forms \$50. Longer forms and forms with letters start at \$85, but can be higher. DMV forms are \$35 unless done at an office visit. Metro Access forms are \$25 unless done at an office visit. Please be prepared to pay any fees in advance. This expedites the process and also keeps your costs down. (Some disability insurance carriers will reimburse you for the fee. Some will not.)

### Other Important Information

1. You may need an appointment. If you have not been seen recently or if your form contains a work evaluation section, the doctor may need you to come in for an appointment before filling out the form.
2. Medical records requests are handled separately. Please see our information sheet on medical records.