

## IF YOU NEED NCF TO COMPLETE DISABILITY FORMS, FMLA FORMS, OR WRITE A LETTER ON YOUR BEHALF

NCF understands the importance of 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 forms. To be done properly the process takes time. **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 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.
  - a. Upload your form here: <https://neurologycenteroffairfax.com/forms/file-upload/>
2. Specify what **issues** are important. Please provide a written note of those issues that you, your employer or the vendor consider important in the determination.
3. Complete the **Neurology Center of Fairfax Disability Packet or FMLA questionnaire**. This can be found on our website or sent to you through the patient portal or by text. 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 form. Without the completed questionnaire, we are not able to complete your forms.
  - a. Disability Packet Link: <https://neurologycenteroffairfax.com/forms/disability-form/>
  - b. FMLA Questionnaire Link: <https://neurologycenteroffairfax.com/forms/fmla-form/>
4. Include an **Release of Information** 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. 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.