



FMLA/Disability Insurance Forms

** These forms are distributed to you by your employer, not Oakland Macomb OBGYN**

Just a reminder, if your employer offers FMLA benefits, you are entitled to 12 weeks off work for the birth of a child. **All FMLA paperwork has a 15-day turn-around from the following day you received it from your employer.** Please ensure to drop-off paperwork to OAMA as soon as received from employer. Our providers recommendations for FMLA/Disability leave are six weeks medical disability for vaginal deliveries and eight weeks for C-section deliveries. Any additional time off is between you and your employer.

Please allow up to **10 business days** to complete forms. Submit all forms to our FMLA and disability Coordinator prior to your due date to avoid any delays in processing your paperwork. All effort will be made to complete as quickly as possible. **Paperwork can be dropped off at our Rochester Hills and Troy office locations.**

Do not give paperwork to your doctor or midwife at the hospital, as this can cause a delay in completion. Upon turning in your papers, please provide the office with your preferred method of distribution once they are completed, **i.e., pick up in office, mail or fax to you or the company requesting the information. If not picked up in office, originals will be mailed to the patient's home. Paperwork will not be distributed until payment received.

Cost of Form Completion (Unable to use HSA/FSH for payment)

- Disability Form **\$30**
- Family Medical Leave Act (FMLA) **\$30**

By law, we are required to have a signed authorization form from all patients prior to disclosure of their medical information to any outside source.

1. FMLA (Family Medical Leave Act) is NON-paid time off, maximum is 12 weeks.
2. Short term Disability is paid time off. Eligibility of leave must have physician's recommendation prior to opening or submitting a claim.
3. Return to work (RTW) or Fitness for Duty forms will NOT be completed until after you have been seen for your post-op or post-partum appointment (s).
4. Forms will NOT be accepted until the '**OAMA FMLA/Disability Insurance**' form is completed and payment has been received.

All letters requested pertaining to your pregnancy or surgery (i.e., proof of pregnancy/birth, travel, vaccinations, court/jury duty, RTW letters, membership freeze) will be directed and completed by our OAMA Triage department. **All forms and/or letters cannot be completed on a "while you wait" basis.** Cost associated with ancillary letters or requests range from \$10 - \$30.

We ask that you submit your request at your earliest convenience due to our 10-day completion policy.

More information found at our website: <https://www.oaklandmacombobgyn.com/>