

## **FMLA or Disability paperwork FAQ**

### **A few things to know:**

- 1) The first paperwork request is complimentary
- 2) Additional requests are \$25 each
- 3) Request early: allow 7-10 days

**\*\* we cannot accommodate same or next day requests**

During an average week, our support staff initiates the paperwork on a Friday. The provider reviews and finalizes it the following week. Then we are able to send it to the appropriate destination.

- 4) Let us know if there are any additional or special instructions
- 5) Email paperwork to: [Team@CornerstoneOrthoTrauma.com](mailto:Team@CornerstoneOrthoTrauma.com)  
Include full name and date of birth along with request.

**\*\* We truly understand this paperwork is important to you. We do!**

*Please understand we complete this as a courtesy at the fastest rate possible - while we still have to manage a multitude of other tasks in our office to continue to provide excellent medical care to you and our other patients.*