FMLA & Disability Request Process

Simple steps to request your medical leave documentation

Online Request Tool

Point your smartphone camera at the QR code to open the online request tool. Follow the steps to upload your document.

Provide Information

Fill in the required Demographic, Physician and Recipient information.

Verify, Authorize & Submit Payment

Upload your photo ID, complete and sign the HIPAA Authorization Release, then submit your payment details.

Medical Review

Your doctor will review and sign your request.

Document Completion

Forms will be sent to the designated recipient using the selected delivery method (email, fax, mail) indicated on the original request within 7-10 business days. A copy of the completed form will also be available in your patient portal.

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