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## Medical Form Policy

FMLA, STD and Return to Work

We require 10 business days for completion of all forms. We will attempt to complete your forms quicker but at times there is a backlog of these documents.

There will be \$35.00 fee for medical forms to be filed. This fee will be billed to your account after form processed.

If possible, submit all FMLA, Short Term Disability forms to Advanced Knee Care prior to surgery. Return to Work forms should be submitted 10 days in advance.

*Please submit all forms **electronically** to [tarlowknee@gmail.com](mailto:tarlowknee@gmail.com) with "FMLA Form" in the subject line. Our office will confirm receipt by email.*

Be sure to include:

- All appropriate medical forms
- Your desired Return to work date
- Complete information on where to send the forms once completed (including phone, number, email, fax and address)

*Thank you for entrusting us with your care!*