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**DISABILITY AND FMLA INFORMATION**

Pregnancy, childbirth, and some surgeries require recovery time at home. This office will gladly assist you in filing paperwork for disability and FMLA, however, some restrictions apply. To follow is a brief summary of our office policy to assist you.

1. If there is a form that requires your signature to release information to your company, please sign it before submitting forms to our office. Any and all medical information may be required by your company.
2. Only if your physician says you are not able to work will disability forms be filled out to indicate absences due to medical conditions. Pregnancy and major surgeries qualify for disability however, most minor surgeries do not. Please DO NOT miss work for a week, then call us to report illness kept you from working. We will not account for absences if we are not treating you for a medical condition.
3. FMLA forms are filled out for routine pregnancy to allow a maximum of 4-6 occurrences/absences monthly, this is for doctor appointments, lab work, sonograms, etc. Only your physician can authorize more absences.
4. You need to indicate if you are applying for intermittent leave or continuous leave or both. Some companies allow us to fill out the same form for both, other companies want two separate forms.
5. Standard length of recovery at home for normal delivery is 6 weeks and c-section is 8 weeks. Extensions are given for medical reasons as indicated by your physician.
6. Once your physician releases you to return to work, your paperwork will reflect a target return to work date as ordered by your physician. It is your responsibility to co-ordinate scheduling a return to work date with your employer accordingly.
7. FMLA leave is different from disability and is unpaid. Your medical condition has to pass criteria to qualify for FMLA. Minor medical conditions, such as missing work due to menstrual cramps, do not qualify.
8. There is a $50.00 fee for each occurrence of disability/FMLA paperwork. There is no additional fee for changes in dates, re-submissions to reflect date changes, or phone calls from your disability company. If forms need to be done within the next business day a $15 expedite fee will be added to the charge.

Disability and FMLA paperwork are done as quickly as possible but can take up to 7 business days to complete, as we have limited staff to process forms. To expedite the process, please provide information where forms need to be forwarded and an address or fax number. Refer to document “Form Fees” for more information.

DisabilityandFMLAinfoRev2/19