



Adler Psychiatry
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FORMS POLICY

As a small practice with limited staff we have put the following policy in place for the filling out of disability forms. These may include but are not limited to: leave requests, short or long-term disability, SSI, Attorney forms, and FMLA forms.

- **The client must have been a client of this office for at least 12 months for long-term disability or SSI forms to be completed.** We are happy to provide your medical records, but we will not make the determination if you qualify for long-term disability.
- A client must have completed **two visits** for short term or FMLA forms to be completed.
- **Paperwork can take up to 14 days for completion.** It may be completed earlier, but it is done on a first come first served basis. Please understand it is difficult to rush this process due to the limited staff available to complete these forms.
- Clients must be compliant with on-going treatment (i.e. medication and appointment adherence).
- Clients must have seen the provider within the **last 30 days** to submit disability paperwork.
- **There is a charge to fill out these forms: \$50 for every 10 minutes spent completing the form is due prior the form is returned to the client.**

Updated 12/1/202

Client Printed Name: _____

Clients Representative Printed Name: _____

If client is a minor / has guardian:

Parent / Guardian Printed Name: _____

The CLIENT MUST sign the consent if they are able to do so. The only exceptions are if the client is a minor, or has a legal document giving permission for someone else to sign on their behalf.

Client / Clients LEGAL Representative / Parent or
Guardian Signature

Date