

## **PAPERWORK NEEDING PHYSICIAN SIGNATURE/COMPLETION** *How to Process It in a Timely Manner*

To ensure the best possible turnaround time for paperwork processing and meeting your—and your employer’s—needs, please follow these steps:

- Bring all paperwork requiring physician signature/completion to your clinic appointment as far ahead of your “need by” deadline as possible.
- Leave paperwork at the clinic’s checkout desk with clear instructions noting:
  - to whom it should be returned (e.g., patient or employer)
  - how it should be returned (e.g., phone call for pickup, USPS mail, fax)

**PLEASE NOTE:** The following forms require up to 14 business days\* to process:

- Family Medical Leave Act (FMLA) forms
- Disability (short-term and long-term) forms
- Fit for Duty forms
- Return-to-Work forms
- Handicapped Parking forms

Workers’ Compensation approvals for patient visits and surgeries generally require 3-4 days.

For questions related to pending paperwork, please call our Workers’ Compensation Coordinator 8 a.m. to 5 p.m. weekdays at **505.925.4580** or **505.272.5650**. When leaving a recorded message, please:

- Spell patient’s name.
- Reference patient’s Medical Record Number and/or date of birth
- Specify what type of form you are calling about and when/where it was dropped off.

Thank you for following these instructions to help us meet your paperwork needs in a timely manner.

\*Excludes weekends and holidays

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