



**McKinley**  
Orthopedic & Sports Medicine

## **FORMS AND MEDICAL RECORDS NOTICE**

### **Please Read Carefully and Acknowledge by Signing**

#### **FORMS**

- A \$15 fee will be charged for the completion of **EACH** form. **It is the patient's responsibility to be reimbursed.** This pertains to forms including:
  - FMLA – Fee charged once every 6-month period
  - Travel Insurance
  - Disability
  - Aflac
  - No charge exceptions to this list include:
    - School Notes
    - MVA forms
- **There is a one-week turnaround for the completion of all forms. You will be contacted once the form is complete.**
- **The processing time for medical records requests is approximately 14 BUSINESS DAYS. Please plan ahead when requesting records.**
- If you have a scheduled surgery and require an above-mentioned leave form, please be advised that the form will only be filled out and returned to the patient **one week prior to the scheduled date.**
- There will be no fee refund if a surgery is cancelled.
- Forms must be paid for at the time of receipt or they will not be completed.
- If you miss, cancel, or reschedule any of your required post-op appointments, please be advised that your leave will not be extended until the post-op appointment is fulfilled.
- It is the patient's responsibility to submit the medical leave form to their employer and/or disability carrier. Patients can either pick up the completed form, emailed if consent signed or have it mailed to their home.

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Printed Patient Name

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Patient/Guarantor Signature

Date