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Office Policy for Completion of Disability Forms

All patients should contact their primary care physician of record for completion of disability forms, as primary care providers are typically in the best position to be aware of the patient's overall health status. If a patient does not have a primary care provider, all patients are strongly encouraged to establish care with a primary care provider as soon as possible.

Dialysis patients are encouraged to work with the assigned social worker at their dialysis unit for direct assistance on all social supports needed.

If a patient is not able to establish care with a primary care provider, the nephrologist physician will consider completion of disability forms based on individual patient circumstance.

To cover administrative expenses and staff time, a \$30 processing fee is charged for each request.

The following forms are exempt from the \$30 fee:

- Medicaid/Public Assistance/DSS
- Return to work forms.

Staff will discuss disability form request to the patient's nephrologist physician. If approved, staff will collect required payment of \$30, signed patient HIPAA authorization, and forward to our internal staff for completion.

All disability forms will be completed in date order after the following has been met:

- a. The provider's medical portion has been completed
- b. Payment for completion of the form has been received
- c. A completed and signed HIPAA release with fax number to forward the form has been provided.

Our staff make every effort to complete forms quickly, however the general turn around time for completion is ten business days, once all items have been received. Occasionally, circumstance develop beyond our control and this may result in delays which are unavoidable.

To prevent delays in completing your disability form(s), the \$30 processing fee must be paid in advance. Cash, check and credit card payments are accepted.

Please note: Due to clinical responsibilities, our providers and clinical staff are unable to complete disability forms during a patient office visit or while patients wait.

Thank you.