



## FMLA/SHORT TERM DISABILITY FORMS

**Do you have forms given to you by your insurance company or employer that need to be completed by one of our providers?**

### HOW TO GET YOUR FORM TO US:

#### Email us!

Send us an email at [forms@maygrant.com](mailto:forms@maygrant.com)

#### Please include:

- your full name
- DOB
- contact information
- brief description of the type of leave you are requesting
- All forms will be uploaded to your LGHealth portal account when completed unless indicated otherwise

#### Bring them in!

Drop by at one of our 8 convenient locations and give your forms to the team member at the desk.

#### Please include a note with your forms stating:

- your full name + DOB
- contact information
- brief description of the type of leave you are requesting
- All forms will be uploaded to your LGHealth portal account when completed unless indicated otherwise

#### Contact your HR!

Your HR department or disability company may contact us directly via fax. Please do not personally fax your form to us, your request will **not** be completed.

F# (717) 509-3115

#### Please include a cover sheet with:

- full name of patient
- DOB
- type of leave requested
- job description
- return fax #

### HOW DOES IT WORK?

For **every** form (regardless of length) there is a completion fee of **\$20.00**. This is due at the time of **drop off**. If you are emailing your form to us, a charge will be added to your account and will be requested before or upon **pickup/completion** of your forms.

After you email/drop off your form please give us at least **10-12 business days** for completion.

**(Please allow one additional business day to process forms if dropped off at a satellite location)**

**All forms will be uploaded to your LGHealth portal account when completed** (if active) and faxed to the provided number. If you requested to **pick up** your forms after completion, we will give you a call and let you know when they ready for pickup. If you request us to mail form after completion, **we will not call** you unless specifically stated.

### HOW TO CONTACT US?

We are here to help! If at any time you have a question for one of us regarding your forms status or if you have a general question, you can email us at [forms@maygrant.com](mailto:forms@maygrant.com). (Please remember to include your full name and DOB)