

FAMILY MEDICAL LEAVE ACT (FMLA) AND SHORT TERM DISABILITY FAQs

Will I need FMLA or Short Term Disability paperwork completed?

You will need to check with your employer to verify if you or your spouse/significant other are eligible for FMLA and/or short term disability for your upcoming maternity care and delivery or surgery. These forms are also completed based on the order of when your forms were received. You can return the forms by delivering them to the provider's office, via the portal, or by fax (**217.352.9658**). If you bring them to the office, there is a short form we will need you to complete to ensure your form can be processed more efficiently. If you fax these forms to our office, please include your name, birth date, phone number, and the name and fax number of where to return the completed form.

When can I expect my forms to be completed?

We have a 5-7 business day turnaround time for forms to be completed once they are received in our office. Please note that if additional information is needed from your provider, it could take longer for your form(s) to be processed.

Which part of the forms should I complete?

The only portion of the paperwork you need to complete is the section that states "For completion by the employee". Please do not complete any of the portion that is labeled "For completion by the health care provider" as the office will handle this section.

What should I do if I am contacted by my employer or disability company with questions regarding my leave?

If you receive a phone call or letter in regards to your leave or short term disability, please call the office and update us with that information. In most cases we will have already been contacted, but we appreciate your help in making sure that we are kept up-to-date with any questions that arise.

Thank you for choosing Christie Clinic for your health care needs. If you have questions or concerns, please feel free to contact our office by using the MyChristie Portal at christieclinic.com and clicking on MyChristie in the upper right hand corner of your screen. You can also call our office directly at **217.366.1255**, please inform the receptionist that you are calling about your FMLA and/or disability paperwork and you will be transferred to the appropriate team member.