

Thank you for contacting the University Cancer & Blood Center Release of Information Department. We are here to serve you and your health information needs.

**For FMLA or disability leave paperwork**, please complete the authorization form found in this section of our website and attach to your forms for completion.

- Please make sure you have *specific* instructions about where you are requesting the Form to be sent after completion.
- Leave will only be certified based on your treatment plan while under the care of University Cancer & Blood Center.
- You may elect to have the completed Form emailed, mailed, or faxed to the recipient listed. **It is recommended that you select to receive your Form back via email.**
- **Please be aware that you are authorizing the release of protected health information to supplement your FMLA/disability leave claim.** This means that supporting documentation may be attached to the Form that is being completed and released as indicated on the authorization.

Your Form will be completed and sent to the recipient listed on your release. For questions about FMLA or disability leave paperwork, please contact Sharecare at 866-273-4039.

To help us serve your needs, please be aware of the following:

### **1. Request for Form Completion**

Please print and complete the "Request for Form Completion" in its entirety and submit it with any forms requiring completion. This form is REQUIRED for Sharecare to complete any paperwork on your behalf.

### **2. Form Copies**

Please make a copy of all forms prior to submitting them to University Cancer & Blood Center for completion.

### **3. Form Completion Requirements**

Any form related but not limited to disability, FMLA, or employment accommodations that may involve extensive chart review and/ or examination, **will require an appointment**, unless you have been seen within a year.

### **4. Form Completion Fee**

There is a flat rate fee at \$20.00 for completion of all forms. Multiple documents submitted for completion will incur a \$20.00 fee for the first form and \$15.00 fee for each additional form. The fee must be paid prior to form completion. We accept cash, check or credit cards. Insurance will not reimburse for form completion. Any forms received without payment will be returned incomplete.

**5. Time for Form Completion**

Please allow up to 7 business days from the time you submit your form for completion. Additional time may be needed, depending on the request.

**6. Status of Form Completion**

Please do NOT call or come to our office to check on status of these forms. Sharecare will contact you when the forms are complete or you may call them at 866-273-4039.