



Ascension

University Orthopaedic Specialists Disability Policy

As a patient here at Ascension, you can be assured that we will handle your forms in a professional manner to your satisfaction. In order to ensure that all forms are completed in a timely manner, we are providing you with our policy and procedure for completing disability claim forms.

All disability forms that are received for completion by the provider must have your name and date of birth printed on the paperwork, as well as all patient/employee sections to be completed (please make sure that your name is on every page in case they get separated).

To ensure that all paperwork is received properly, please either staple, paperclip, or have all pages in a marked envelope.

If forms are to be faxed by a third party (insurance company or employer) please make sure that an "authorization to release medical information", signed by yourself, is included, otherwise this will delay the completion of your forms.

There is a **\$25.00** fee for any and all forms to be completed by our office. This fee is to be paid upon initial request.

All forms will be completed within 14 business days of when the forms are received. Occasionally there are delays that are out of our control but we do our best to complete the forms in a timely manner.

Once the forms are completed, the office will notify you. Please provide the best phone number to reach you at. If you have any specific mailing address, fax number, or email address you would like us to send the paperwork to, this information can be given when the forms are initially dropped off/received.

Insurance companies or employers sending forms or update requests can fax the information to **(248) 650-4596** or email to **UOSSUPPORT@ASCENSION.ORG**, Attention: Disability Department.

Please send scanned documents only. Picture documents will not be processed.

Any questions or concerns regarding forms can be addressed with the clinical staff at (248) 650-2400. Please select the extension for your provider, and the extension for the medical staff. You may leave a message with the front desk as well.

Thank you,

University Orthopaedic Specialists