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**FMLA/SHORT TERM DISABILITY FORM**

The Women’s Clinic of Johnson County takes great pride in providing you with excellent service during your care. Our Medical Records Department is happy to assist in making sure your Family Medical Leave Act and/or Short Term Disability paperwork is completed in a timely manner. A flat rate of \$25.00 per form is charged for any individual in need of FMLA and/or disability paperwork. Standard processing time is 3-5 business days. Please note that the paperwork will reflect the medically necessary time off. For pregnancy, ACOG (American Congress of Obstetricians and Gynecologists) standard time off is 6 weeks for a vaginal delivery and 8 weeks for a C-section.

**All fees must be collected in full and a release of information must be signed prior to WCJC’s Medical Record Department dispensing any FMLA/Disability paperwork.**

**Please select which type of form is needed**

\_\_\_ FMLA paperwork

\_\_\_ Short Term or Long Term Disability paperwork

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physician: \_\_\_\_\_ Forms completed for:  Self  Spouse  Other

Reason for leave:  Maternity  Surgery  Problem/Complication

Dates requesting off: Continuous from: \_\_\_\_\_ to: \_\_\_\_\_ **OR**

Intermittent (when needed due to illness): \_\_\_\_\_ (specify hours/dates)

Are you currently working? **Yes or No** If no, last date worked: \_\_\_\_\_

Did you work a reduced schedule due to complications: **Yes or No** Date started: \_\_\_\_\_

Date you plan to return to work: \_\_\_\_\_

Date of Delivery: \_\_\_\_\_ Type of Delivery:  Vaginal  C-Section

Surgical Procedure: \_\_\_\_\_ Date: \_\_\_\_\_

How would you like your completed paperwork returned? (Circle)

Pick up at one of our locations **OR** Mail to your home address

- MENORAH CAMPUS
- SHAWNEE MISSION CAMPUS
- OLATHE HEALTH PAVILION

5525 West 119th Street, Suite 200, Overland Park, Kansas 66209  
 9119 West 74th Street, Suite 268, Shawnee Mission, Kansas 66204  
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