

POLICY FOR DISABILITY FORMS

The proper completion of your disability form could determine how quickly your claim for benefits is processed. If dates or attachments are missing, your claim could be held up, by the State, your employer or your private disability insurer. Because we want your disability processed without problems, we want to make sure we do our part correctly. Errors or omissions can slow the process. We understand this is your money and is very important to you. We thank you for your courtesy in helping us complete your forms.

Why won't we fax a completed disability form? We have learned from experience faxed disability forms get lost. If we tell you we faxed the form, and show you the confirmation, but the department we faxed it to, does not have it....it still has to be re-done, and your claim is delayed. By your picking up your completed disability form, you have total control of who you want your forms sent and/or faxed to. We are sure you would feel better confirming the proper agency got your completed form in a timely manner.

In every instances their may be extenuating circumstances and we will be happy to try to accommodate you.

Why don't we like to accept a faxed disability form? Every employer and private insurer can have their own form. When we receive a faxed form, it usually does not have the employee/patient name on it. Or it will have an employee name, but that is not the same name as the patient goes by in our office. Additionally, with privacy issues unless you sign the release on the form, we can't give any information to anyone.

A sure way to have your NJ State Disability Claim denied is to send it to the State before you have actually stopped working. We can fill out the form two weeks in advance, but you cannot mail it to the State until you have actually stopped working.* If you send it early, your benefits are denied as you have not stopped working. The State will not process a claim until you have stopped working. They do not make exceptions.

WHAT TO DO IF YOU HAVE TO FILE A CLAIM FOR DISABILITY

- a) Obtain the appropriate form from the State or your employer. Complete your portion of the form. We will complete the Physician's Statement.
- b) Bring your completed form into the office. Be sure to give us about a weeks time to properly complete your form. Please put a daytime contact number for us to reach you, should we have questions about your form. We will also need this number to contact you when your form is ready for pick-up. It is that easy.
- c) Please call the office if you have questions about form completion. 732-254-1500, the receptionist can direct your call to the proper person. .

We hope you have a quick recovery and are happy to assist you with completing your disability claim. We understand how important your claim is to you

*The state allows 30 days from the last day of work to have claims submitted.