



Opollo Health And Wellness

FMLA FORMS COMPLETION POLICY

At Opollo Health and Wellness, we aim to ensure that all our patients are well-informed about the requirements and expectations when requesting completion of their Family and Medical Leave Act (FMLA) forms by their doctor. It is our priority to guarantee that patient establish a meaningful and consistent relationship with their provider before seeking FMLA form completion.

Opollo Health Guidelines:

1. **Established Patient Requirement:** For Opollo Health and Wellness healthcare provider to complete your FMLA forms, you must have a documented history as a patient at our clinic consecutive two months.
2. **Attendance of Scheduled Appointments:** Maintaining regular attendance at all scheduled appointments during the initial two-month period as an established patient is crucial. This consistent attendance fosters a strong patient-provider relationship and ensures the accuracy of your health records.
3. **Adherence to Prescribed Treatment Regimen:** It is imperative that you adhere to the treatment regimen prescribed by Opollo Health and Wellness healthcare provider during the initial two-month period. This embodies following medication instructions, attending therapy sessions, and complying with any other recommendations.
4. **Consistent Follow-Up:** Patients are expected to follow all medication prescriptions/recommendations provided by their provider here at Opollo Health and Wellness including dietary regimen, exercise routines, and other lifestyle modifications to enhance overall health.
5. **Requesting FMLA Forms Completion:** After having established a two-month patient history at Opollo Health and wellness and adhered to all follow-up appointments, you may request the completion of your FMLA forms. Kindly notify our administrative staff in advance to initiate the process. Please be aware that an FMLA administrative fee is applicable, and the fee amount may vary depending on the complexity and length of the forms, ranging from \$90 to \$150.



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6. **Completion Timeframe:** Once you have submitted your request for FMLA forms completion, please allow up to 10 business days for the process to be finalized and completed.
7. **Patient Responsibility:** It is your responsibility to ensure that you provide all necessary information and make the required payment to avoid any delays. The 10 business-day completion time frame begins once payment has been received. Failure to make the payment or any omission of necessary information may result in delays in the completion process.

Opollo Health and Wellness is dedicated to delivering quality care and promoting the wellness of our patients. This policy is designed to guarantee that our patients receive optimal care and that FMLA forms are completed accurately and in strict adherence to legal requirements.

This policy also applies to short term disability forms and any other work-related forms as applicable.