



**CARDIOVASCULAR SURGEONS, P.A.**  
CARDIAC ~ THORACIC ~ VASCULAR SURGERY

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**CERTIFICATIONS: FMLA/MEDICAL LEAVE/SHORT-TERM DISABILITY**

**\*\*ATTENTION: PATIENTS AND FAMILY MEMBERS: IMPORTANT\*\***

Written certifications for FMLA/General Medical Leave, and Short-Term Disability should be submitted to the Medical Records Department (MRD) as soon as a surgery is scheduled or as soon as possible following a surgery. **A minimum of 5 days is required to complete any form. DO NOT WAIT UNTIL THE POST OPERATIVE APPOINTMENT TO PRESENT FORMS.**

1. If a surgery was an emergency (i.e., you were not seen in our office before the surgery), patients/family members should call the Medical Records Department at 407-425-1566, Ext. 101, as soon as possible, if any certification is required for anyone that will be caring for the patient.
2. Patient Authorizations are required to release any certification to an employer or insurance company. If necessary, the MRD can assist in obtaining patient signatures via fax while the emergency case patient is in the hospital. If a short-term disability insurance carrier has included an electronic patient authorization with the claim form, the MRD will not ask for an additional authorization to release the certification to the insurance company.
3. The blank forms needing completion can be hand delivered, faxed (407-377-1828/407-422-0166), or emailed to the MRD or the patient's surgery scheduler. Please do not e-mail any forms that have patient information already filled in. **REMEMBER TO INCLUDE A RETURN FAX NUMBER ON ALL FORMS.**
4. Certifications are generally released by fax. (Distribution of the completed Certification by e-mail is not allowed due to HIPAA/protected servers).
5. **Given our 5-day turn around for form completion, we recommend you submit the forms to us as soon as a surgery is scheduled or if an emergency surgery, as soon as possible after surgery.**
6. Return To Work slips/letters are provided, if necessary.
7. Time off from work should be discussed with the surgeon and/or office nurse during the New Patient Visit and the Post-Operative Office Visit. The recommended time off from work is dependent upon the type of surgery.
8. Because we are a surgical office we do not certify Long-Term Disability requests, therefore we recommend you see your cardiologist or PCP for completion of all Long-Term Disability forms.

**QUESTIONS MAY BE DIRECTED TO THE Medical Record Department Supervisor and/or Office Nurse.**