

## Disability Leave Paperwork

*It's understandable that new patients and their families may have questions or concerns when taking disability leave, and Compass is here to help. Compass's experienced Nursing Staff will assist you in navigating your leave options and support the coordination of care to complete documentation.*

### Employees

#### Family Medical Leave Act (FMLA)

Provides certain employees with up to **12 weeks of unpaid, job-protected leave per year**. It also requires that their group health benefits be maintained during the leave. The conditions in which Compass can support the completion of FMLA include:

- o *Parent/Legal Guardian*: To care for an immediate family member (i.e., spouse, child, or parent) attending PHP/IOP
- o *Patient*: To take disability leave when unable to work due to attending PHP/IOP

#### Short-Term Disability (STD)

Serves as an income replacement benefit that **provides a percentage of pre-disability earnings on a weekly basis** when employees are out of work on a disability claim. It typically covers off-the-job accidents and illnesses that workers' compensation would not cover.

### Students

Compass can support you or your child with completing school designated forms or providing a written letter to accommodate school leave to participate in PHP/IOP.

### Letter Requests

Compass is your advocate for Optimal Treatment Dosing. Part of that mission includes providing documentation to assist you with attending scheduled treatment days. Compass can prepare necessary documentation to reduce attendance barriers (i.e., Jury Duty, Travel Reimbursement)



## Let's Get Started



**Obtain Leave Paperwork:** contact your employer (Human Resources), school contact, or other recipient to verify what you qualify for and to obtain the required forms for your disability leave. If a letter is necessary, please obtain a copy of the documentation requirements to aid Compass with accommodating your request.



**Complete Patient Sections:** This may include personal information, employment or school information, patient signatures, and consent to exchange information with Compass.



**Fill Out a Compass Release of Information (ROI) with a Patient Care Coordinator:** Short Term Disability leave agencies will request access to medical records. To minimize delays with approving your disability claim, you are advised to check, "Verbal/Written Communication-Entire Record."



**Release Paperwork to Compass Nursing:** upon starting program, have your paperwork available. You may request a consultation with Compass Nursing to support your specific needs.