

**IMPORTANT INFORMATION REGARDING
DISABILITY INSURANCE BENEFITS FORMS, FMLA FORMS, ETC.**

GA Radiation charges an administrative fee for the completion of certain work-related documents presented by patients. These documents include disability insurance benefits forms, Family and Medical Leave Act (FMLA) forms and return-to-work forms. Typically, your employer or insurance company requires these forms when a medical condition prevents you from reporting to work. A licensed medical professional must sign these documents verifying that the medical information is correct. In the event that you need GA Radiation to complete one or more of these forms, we will be happy to assist you. The fee for this service is \$25 per document. We accept cash, check or money orders only.

Please follow these steps to ensure the successful and timely completion of your forms:

1. Obtain a copy of the forms from your employer or insurance company.
2. Complete all parts of the form that are to be completed by the employee.
3. Mail or drop off the form(s) at either office. Include a check payable to Greater Atlanta Radiation Oncology Consultants, LLC (\$25 for each form submitted.)
4. Our address is:
Greater Atlanta Radiation Oncology Consultants, LLC
Dr Tonya Echols Cole, MD
2675. N Decatur Road, Suite G03
Decatur, GA 30033
5. Please allow 5 to 7 business days for completion of forms.
6. Please remember, the forms will be completed **after** we receive your payment. We encourage you submit the forms as soon as possible.