

Dear Patient:

Thank you for contacting **East Lakeland OB/Gyn Associates'** Medical Records Department. To better serve you with your request for FMLA and Short-Term Disability paperwork, **East Lakeland OB/Gyn Associates** has partnered with **Acton Corporation**.

Acton Corporation's goal is to ensure great customer service and efficient response to your important paperwork.

To receive a copy of your records, please mail/fax/drop-off the completed Authorization form to East Lakeland OB/Gyn Associates.

Please provide us your FMLA or STD form with the patient information section completed, as well as your day-time contact information with employer's information and fax number. Once your form is received at Acton, a representative will contact you within 24 hours. If you are unavailable by phone, we will leave a voicemail message and mail an invoice. You will submit payment to start the completion of your form. All calls concerning your forms should be sent to Acton Corporation at 205-206-9660 or 888-678-7227, ext. 131.

Acton Corporation form requirements:

If you choose to fax your request, please fax to: 601-936-1416. Please include a copy of your Driver's License.

Payment: Our representative will contact you for payment (check/creditcard/money order)

FMLA paperwork \$30.00

Short-Term Disability paperwork \$35.00*

*additional charges could apply for follow-up documentation for Short-Term Disability

Patient Section: Please be sure your "patient section" of your form has been completed before providing to East Lakeland OB/Gyn Associates, P.A.

Authorization Form: please mail/fax/drop-off the completed Authorization form to East Lakeland OB/Gyn Associates.

You may contact an Acton Corporation representative at any time by calling:

205-206-9660 or 888-678-7227 ext. 131

Thank you,

Medical Records Supervisor
East Lakeland OB/Gyn Associates, P.A.