



PRESTONWOOD
HEALTH

COMPLETION OF PAPERWORK POLICY

For some patients, completion of paperwork is a necessary aspect of the care we provide to you. To ensure that your provider can complete any paperwork requested as accurately and honestly as possible, we have the following policies related to the completion of the following forms:

Family Medical Leave Act (FMLA) Requests

- You must be diagnosed with, and be actively treated for, a psychiatric condition to request time off or accommodations from your Prestonwood Health provider
- Requested time off must be used for the purpose of treating your condition (e.g., completion of residential treatment, a partial hospitalization program, intensive outpatient program etc.)
- Requests for time off should be discussed with your provider **before** you begin your leave
- We do **not** complete FMLA paperwork for time off requested **prior** to you establishing care with Prestonwood Health

Short-Term Disability Claims

- You must be diagnosed with a psychiatric condition, be receiving treatment for that condition, and have been treated **for at least 6 months** by your Prestonwood Health provider before short-term disability paperwork will be completed
- **Pursuing a short-term disability claim should be discussed with your provider before you leave work**

Emotional Service Animal (ESA) Letters

- Prestonwood Health providers do **not** provide letters of support for – or any other documentation endorsing the ownership of – an emotional support animal

Psychiatric “Clearance” Letters or Documentation

- You must be diagnosed with a psychiatric condition, be receiving treatment for that condition, and have been treated **for at least 6 months** by your Prestonwood Health provider before any psychiatric “clearance” will be provided
- Providing a “psychiatric clearance” is at the sole discretion of your Prestonwood Health provider. Depending on the nature of the requested clearance, **your Prestonwood Health provider may refuse to provide that clearance.**
- We do **not** perform evaluations for bariatric surgery
- We do **not** perform “fitness for duty” evaluations, such as for law enforcement or military service

By signing below, I confirm that I have reviewed the above policy, understand its content, and agree to its terms.

Signature

Printed Name

Date