

NEWPORT CARDIAC & THORACIC SURGERY

CARDIOVASCULAR & THORACIC SURGERY

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Disability Paperwork Policies

To Our Valued Patients:

Due to the increased time, resources and liability associated with processing disability paperwork, we have developed the following policies regarding disability paperwork completion. It is the responsibility of the patient to ensure that their portion of the application is complete prior to submittal to our office.

****NOTE - Effective March 1, 2013 – SDI claims can be filed electronically using SDI online or on the new DE 2501 form****

The Employment Development Department (EDD) implemented a new electronic claim filing system, SDI Online. This system provides an option to submit State Disability Insurance (SDI) claims and Paid Family Leave claim electronically. Patients can benefit by tracking or checking status on claims. Simply access the SDI Online system at www.edd.ca.gov/disability and select the "SDI Online" link to create an account. You will then be assigned an EDD FORM RECEIPT NUMBER (i.e., R10000000XXXXXX).

Patient Application - Employment Development Department, State of California (EDD):

1. There is **no charge** for completing our portion of the EDD application.
2. Newport Cardiac & Thoracic Surgery will process **only** the "Doctor's Certificate" portion of the disability application. Please do not try to assist with filling out this portion; it must be completed by our office.
3. Once surgery is completed and we have received your EDD Form Receipt Number (i.e., R10000000XXXXXX), we will complete our portion online and provide you a copy sent via US mail. Please allow 7 to 10 business days for processing.

Family Leave Act (SDI) – State of California

1. Newport Cardiac & Thoracic Surgery will process **only** the "Doctor's Certificate" portion of the disability application. Please do not try to assist with filling out this portion; it must be completed by our office.
2. Once surgery is completed and we receive the request, please allow 7 to 10 business days for processing. Please be aware, we only allow 4 weeks of family leave.
3. Once our portion is complete, we will return the application by fax or mail to either the address as indicated on the form or to the patient, as requested.

Private Disability Insurance Benefits

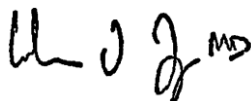
1. Newport Cardiac & Thoracic Surgery will process **only** the "Doctor's Certificate" portion of the disability application. Please do not try to assist with filling out this portion; it must be completed by our office.
2. Once surgery is completed and we receive the request, please allow 7 to 10 business days for processing.
3. Once our portion is complete, we will return the application by fax or mail to either the address as indicated on the form or to the patient, as requested.

Thank you for your patience and understanding in honoring these necessary policies.

Sincerely,



Anthony D. Caffarelli, M.D.



Colin I. Joyo, M.D.



Daryl Pearlstein, M.D.



Asad A. Shah, M.D.