

Duane D. Tippets, MD
Kenneth L. Vandervoort, MD
Gordon T. Hardy, MD
Michael R. Wiedmer, MD
Duane M. Tippets, DO
Andrew C. Morris, MD



731 Leighton Ave Ste 300
Anniston, AL 36207
Ph: 256.236.4121
Fx: 256.237.5254
www.annistonortho.com
Tammy Freeman, Administrator

Dear Patient,

To allow our physicians more time for treating patients, we outsource forms to our third-party Form Completion service provider, HealthMark. If you are requesting completion of forms for FMLA, short or long-term disability, or accident-insurance claims, please submit the forms ***along with a signed authorization*** to Anniston Orthopaedics in the office, or by having them faxed to our office at 256-237-5254. (We have authorization forms in our forms in our office, if needed.)

Please be sure that any sections requiring the patient/employee to fill out information are completed and signed per the forms. On FMLA (Dept. of Labor) forms WH-380-E and WH-380-F, please make sure the HR/employer's contact information is included so that the forms may be returned without delay. Please note any pertinent dates, such as your injury and/or surgery dates, first date out of work, and/or anticipated return to work date, if applicable.

If you need to check the status of previously submitted requests, please contact HealthMark at 972-895-2138. You may also reach HealthMark by email via status@healthmark-group.com (ATTENTION Alison Berlow or Roxana Malone.)

If you have recently submitted your forms, please allow 3-5 business days for processing. We import/scan the forms to HealthMark as we receive them, and HealthMark will complete them according to your doctor's notes. Please note that dictation from appointments is not immediately available to HealthMark. It may take a few days for your most recent office visit's notes to be signed by the physician after coding and ready for HealthMark to access. **Be sure to check your email for correspondence and status updates from HealthMark; this is how you will be notified when your forms are ready for download.**

Each form completion request requires a fee (paid to HealthMark.)

Feel free to call our office with further questions at 256-236-4121.

<https://requestmanager.healthmark-group.com>
fmla@healthmark-group.com

972-895-2138 (Mon – Fri, 8am – 5pm CST)