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TSAOG
ORTHOPAEDICS & SPINE

What to Expect… Making a Payment or Paying an Invoice

What should I expect?

- **Invoice** - You will receive an invoice from HealthMark through email provided for the completion of FMLA or Disability paperwork or for any shipping fee associated with records.
- **Email from HealthMark** - Click on the link provided in your email.
- **HealthMark Request Manager** - You will be routed to HealthMark's request manager website.
- **Make a Payment or Pay an Open Invoice** - Select the "**Make Payment or Pay any Open Invoice**" link on the HealthMark site.
- **Invoice Number & Access Code** - To make a payment, you will need the Invoice Number and Access Code listed on the invoice. (both required)
- Paperwork will ***only*** be released once payment is received.
- Upon receipt of payment, you will receive an email from HealthMark notifying you when your FMLA or Disability paperwork are available for download.