

Dear Customer,

At Summit Oaks Hospital, we understand that your hospitalization may have an affect on your employment. Many employers require that State Disability papers must be initiated by your treating physician before being allowed to return to work.

In the event that you are asked to provide this paperwork, we would like to make this process and the transition back to your employment a smooth one. In order to do so, please review the following information:

1. This facility abides by HIPAA regulations. In doing so, prior to processing your paperwork, we will need written permission to release information to your employer.
2. In the event that you are unable to coordinate the steps important for processing your disability paperwork, please provide the facility with the name and phone of a friend. Family member who will help you coordinate this process.
3. Please provide the name of the person receiving your paperwork at your place of employment.
4. Complete Section A and the top of Section B on the disability forms
5. Please forward the completed disability papers (Sections A, B and C) and you permission to release records to:

Judith Hall
Director of Health Information Management
Summit Oaks Hospital
19 Prospect Street
Summit, NJ 07901

Failure to complete any of these sections will result in a delay in your paperwork.

The staff at Summit Oaks Hospital wishes you well as your journey to continued stabilization. If there are any questions, please feel free to contact:

Judith Hall, RHIA
Director of Health Information Management
Summit Oaks Hospital
19 Prospect Street
Summit, NJ