



Palo Alto Medical Foundation - Los Gatos OB-GYN  
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## State Disability Instructions and Timeline

To our valued patients,

We are here to help guide you through your state disability application. Please follow the following steps to ensure that your disability paperwork is filed in a timely manner and to avoid any delays in payments.

### Before You Begin

- Usually you are allowed 4 weeks of disability before your estimated due date (EDD), and 6 weeks after for a vaginal delivery or 8 weeks for a c-section. You may not use the 4 weeks before after you deliver. Any additional time is determined by the provider and based on medical necessity.
- We are only able to use your EDD to calculate your disability leave, not your scheduled c-section or induction date.
- We are **not** able to mail forms to the state for you.

### 28 weeks

1. Start working on disability paperwork
  - a. **Complete pages 1-4 in full**, if something doesn't apply please mark it with N/A or "-".
  - b. Please use blue or black ink pens only.
  - c. If you fill this section out online, please provide our office with your **RECIPT NUMBER**, we are not able to process claims online. You will still be required to mail our portion to the state.
2. Ask your HR for any additional forms they may need your MD to sign.

### 32 Weeks

3. **Return your completed paperwork to our office.**
  - a. When you bring it in, we send it to PAMF's disability office for processing. This can take up to 14 business days.
  - b. Once the forms have been completed you will receive a call to come pick them up.

### 36 Weeks (or the 1<sup>st</sup> week of your disability)

4. Use the pre-addressed envelope provided and **mail your forms to the state.**

If you have any questions throughout the process please let us know.

Thank you,  
Los Gatos OB-GYN