



**Appointment Protocol FERS
 Federal Employee Retirement System**



Mail: This Page, Payment & Records. Ellis Clinic will then contact you for an appointment.
 FERS applications must be mailed to Office of Personnel Management (OPM) within 1 year of the last day as a Federal Employee!
 FERS means you cannot do the work for which you were hired. It is not Social Security Disability (SSD) criteria of no gainful employment.
 You file with both OPM and SSD. If SSD denies you then FERS applies. 60% of your salary the first year then 40%.

First Middle Last Name _____
 Full Mailing Address _____
 Contact Phone/s _____ E-mail _____
 Social Security# _____ Date of Birth _____ Male Female
 Employer _____ Work Status: Still Working Date Last Worked _____
 Attorney/Rep None _____

Conditions, Diseases or Injured Body Parts That Make it Difficult to Work. Put Most Disabling on Top.

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____
 9 _____
 10 _____

Additional conditions on separate page. Extensive conditions and records may require an additional charge.

Fee \$500 FERS exam and Expert Medical Opinion report.

\$ _____ Requesting Ellis Clinic produce Summary List of Records. \$50 per inch. Inches of Records: _____

Payment Method Check payable to Ellis Clinic, PC MasterCard Visa (No Am Express or Discover)

Date _____
 Card# _____ Exp _____ / _____ Security Code# _____
 Name on Card _____

Card Address: _____ Card Zip Code: _____

**Mail: This Page • Payment • Records & Summary List. Ellis Clinic will then contact you to set up an appointment.
 Instructions for Order of Records and Summary List on Page 2.**

Instructions for Order of Records

FERS Federal Employee Retirement System

Send Only Copies! Records Are Destroyed and Are Not Returned.

Send only pertinent records:

- Usually, only an Operative Report but not all the hospital records will be enough.
- Usually, you do not need every physician visit record for followup medical maintenance.

ORDER of RECORDS

★ **Page 1:** Appointment Protocol FERS on Top

★ **Typed Summary List of Records** See example below.

- ◆ Important! Your Summary List is attached to your report.
- ◆ You can ask Ellis Clinic to type your Summary List. Fee: \$50 per inch of records if records in order.

Medical Record Sections:

- ◆ Insert a sheet of colored paper or a tab between each section.
 - ◆ Within each section put the most recent records on top.
 - ◆ Staple or clip together the pages of each operation, test, each physician, etc.
 - ◆ Do not make separate lists for each of your conditions, i.e. All Operations are listed together
1. **Operations:** Only the Operative Report.
 2. **Tests:** MRI, EMG/Nerve Conduction Study, Lab Blood test if positive for a disease, i.e. Diabetes
 3. **Hospital Records:**
 - If surgery, then usually only the Operative Report will be enough.
 - If there was no surgery, then the Discharge Summary will usually be enough.
 4. **Physician Records:** Reports, Office Notes, etc.
 5. **Optional: Non Physician Records:** Physical Therapy, Functional Capacity Exam.

Example of a FERS Summary List

Medical Records: John Q. Doe, SSN 123-45-6789

1. Operations
 - a. 11/2/2018 Right shoulder arthroscopic surgery.
 - b. 10/15/2017 Lumbar spine fusion L5-S1.
2. Tests:
 - a. 4/4/2018 MRI Right Shoulder
 - b. 4/5/2017 MRI Lumbar spine
 - c. 3/3/2010 blood test: Positive Rheumatoid Factor
3. Hospital Records:
 - a. 7/6/2003 - 7/4/2003 Mercy Hospital Discharge Summary: Motorcycle accident.
4. Physician Records
 - a. 11/8/2018 - 5/4/2015 Ima Cutter, DO
 - b. 6/8/2017 - 6/6/2013 Marcus Welby, MD