

Need your FMLA or Disability Forms completed?

1. Scan & Submit Request (Start)
You may submit blank forms and authorization in-person or via Request Manager at <https://requestmanager.healthmark-group.com>
2. HealthMark Completes Forms (2-5 days)
HealthMark will complete the form. As forms are being processed, please look for email correspondence from the HealthMark Team for further updates.
3. Invoice and Forms Ready (1 day)
The invoice will be released via email with instructions on making payment.
4. Make payment and Access Forms (Due for Release)
Once payment is complete, forms will be available through Request Manager.
**The total process time of requests is approximately seven days.*

Form Fees

	Submitted together	
First form fee	Additional forms	Form updates
\$35	\$35	\$10

- Forms that exceed four pages may incur additional fees.
- Multiple forms submitted together will cap at an \$80 fee.
- You will be notified of all fees prior to the release of forms, and forms are released only after payment.

State Forms

- Submit State forms on the day of surgery or any time after surgery. Forms will be completed and made available within 24 hours.
- All state forms are free of charge. You will not receive an invoice.

Form Status

- Initial statuses are available 48 hours after submission.

What can you do to check the status of form(s)?

- You may contact HealthMark's Requester Support team at 800-659-4035.
- You may email our FMLA/Forms team directly for status at fmla@healthmark-group.com. HealthMark will also send updates on status via email.

What notifications will you receive?

HealthMark will make their first contact with you via text message to inform you that your FMLA/STD form has been received and that future correspondence will take place via email. Within 24 hours you will receive an email from the forms team. If you have not received your email in 24 hours, please call Requester Support at 800-659-4035 or email the team directly at fmla@healthmark-group.com. (Please check your inbox and spam/junk folders as emails have been known to get trapped there)

Get Started

Scan the QR code or visit Request Manager at <https://requestmanager.healthmark-group.com>

