



FERS Appointment Protocol
FERS ★ Federal Employee Retirement System
OPM ★ Office of Personnel Management



FERS Deadline! You must file within 1 year of the last day as a Federal Employee.

FERS Medical Disability Has Simple Criteria: You cannot do the work for which you were hired or the work is harmful to you. FERS is easier than Social Security Disability (SSD) which requires the inability to perform any gainful employment. FERS 1st Year is 60% of salary then 40%. You can make up to 80% of your salary and stay on FERS. You get either salary or FERS. FERS requires a physician's medical opinion that follows the OPM Office of Personnel Management regulations.

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 _____

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

FERS Fee: \$500 for Exam and Expert Medical Opinion Narrative report.

Summary List Fee: No fee is you provide Summary List. **\$50 per inch of Records** if you request Ellis Clinic to produce your Summary List. Instructions for Order of Records and Summary List on Page 2.

Total Payment \$ _____ \$500 FERS Fee Plus \$ _____ Inches records X \$50 = \$ _____

Payment Method Check to Ellis Clinic, PC • Card: Am Exp Discover MasterCard Visa Other _____

Date _____
 Card# _____ Exp _____ / _____ Security Code# _____
 Name on Card _____
 Card Address: _____ **Card Zip Code:** _____

Mail this Protocol • Records & Summary List. Ellis Clinic will then contact you to set up an appointment.

FERS 🌟 **Federal Employee Retirement System** **OPM Office of Personnel Management**

Instructions for Records

Send Only Copies! Records Are Shredded and 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

★ **FERS Appointment Protocol**

★ **Typed Summary List of Records** Important! Your Summary List is attached to your report.

- ◆ You can request 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. **Official Job Description** (Code, Title & Description): Get from you HR Department or Google.
 2. **Operations:** Only the Operative Report.
 3. **Tests:** MRI, EMG/Nerve Conduction Study, Lab Blood test if positive for a disease, i.e. Diabetes
 4. **Hospital Records:**
 - If surgery, then usually only the Operative Report will be enough.
 - If surgery, then the Hospital Discharge Summary will usually be enough.
 5. **Physician Records:** Reports, Office Notes, etc.
 6. **Non Physician Records** (Optional): Physical Therapy, Functional Capacity Exam.

Example of a FERS Summary List

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

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

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