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Forms and Letters

It is the goal of the physicians and staff to accommodate as many requests as possible in an accurate and timely manner. Please note the following regarding all paperwork completed by our office.

1. Blank forms will not be accepted. Personal information must be completed.
2. *Turnaround time is usually fewer than 10 business days, however, legally our office has 30 days from the time it is received to complete the paperwork.*
3. Forms are completed for those accounts in good standing. Outstanding balances must be paid prior to forms being filled out.
4. Many forms require a current examination prior to being completed.

FMLA/Short Term Disability Forms

1. Blank forms will not be accepted. Only personal information must be completed and a request form must be completely filled out. *Please leave all clinical information blank, as the provider will fill this out.*
2. Forms are to be given to the front desk or faxed to our office. Please do not give forms to nurses and providers.
3. *There is a \$35 fee due when forms are filled out and completed by our office. This fee must be paid prior to our office faxing, mailing or picking up paperwork.*

PLEASE DO NOT FILL OUT THE PHYSICIAN'S PORTION

Incoming and Outgoing Medical Records

1. Medical Release forms are on our website, or you can pick them up at our office. Please print the form and fax back to 478-742-5549. We will then get records from your previous physician if you are transferring care here.
2. If you are requesting a copy of your medical records or are transferring care to another provider there is a fee for records. Please call the office for pricing details. Standard turnaround time for this service is 30 days.

If you have questions about the status of your paperwork, please contact the office at (478) 743-4646