



DISABILITY EVALUATION SERVICE INSTRUCTIONS

In order for Dr. Brown to complete your Disability Evaluation, please gather the following sources of information:

- Past medical records including labs, imaging, tests, and notes.
- Completed Patient Form (to the best of your ability)

Once your medical records are gathered and your form is complete, it's time to enroll. Click the Enroll Now button on the disability evaluation webpage. You will be asked to pay \$150 up front. Once you are signed up you will have a profile in my electronic health record and you will have access to my HIPAA compliant chat messaging and file upload service through SigmaMD. Either download the app or go to patient.sigmamd.com/ to access the chat.

- Upload your medical records and completed Patient Form along with any other documentation you would like Dr. Brown to review to the SigmaMD chat.
- Schedule your physical exam through the app or send a message requesting an appointment for an exam.
- If you will not be able to pay the remaining \$650 owed for your disability evaluation services, please message us with a proposed payment plan BEFORE attending your physical exam. Otherwise, this will be charged at your physical exam appointment.

The \$650 fee may be delayed for up to 12 months. Following this, the payment will be due in full or a monthly payment plan implemented.

After you have had your physical exam and provided the records and forms requested above, please do the following:

- Message Dr. Brown and have her schedule a time on her calendar to complete your evaluation.

YOUR EVALUATION WILL NOT BE COMPLETED IF YOU SKIP THIS STEP.

If you are interested and you are physically located in Indiana, Illinois or Kentucky at the time of the appointment, you may request to be virtually present for this step so that Dr.

Brown can ask you clarifying questions and you can correct any inaccuracies in the documentation should they arise.

Up to three 1-hour long sessions may be dedicated to your disability documentation.

Disability evaluators may contact Dr. Brown to request notes or verbal clarification of her analysis.

- If you would like Dr. Brown to respond to these requests, you will need to request this optional service in writing via the SigmaMD chat.
- You will also need to verbalize in that message that you understand this may incur additional fees including \$100 /hr or \$10 per record request.