

Claim Processing

The following steps occur as part of the normal PFL claim eligibility process:

- You and your patient's care provider (PFL claimant) must certify (via electronic or hard copy signature) to the accuracy of the claim information provided.
- PFL staff review the claim form to ensure that all eligibility requirements are met.
- Properly completed forms are generally processed within two weeks after receipt.

Claim Form Completion

To receive timely payments, your patient's care provider (PFL claimant) depends on your prompt completion of the Physician/Practitioner's Certification portion of the claim form either electronically via SDI Online or by completing the *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) paper form.

Medical Extensions

If your patient's recovery date is less than eight weeks, you may receive a *Paid Family Leave (PFL) Supplemental Claim Certification* (DE 2525XFA) to complete and return in the event that your patient requires additional care/support from their family member (PFL claimant).

Additional Medical Information

If the estimated period of care necessary for your patient (care recipient) is significantly longer than normal, the EDD may contact you to obtain additional medical information to substantiate your patient's extended illness/disability period.

Independent Medical Exams

We may request an examination by an independent medical examiner to determine the extent of your patient's illness or disability.

The examiner submits a report that confirms or adjusts the extent and/or duration of the need for care or illness/disability. The EDD may deny or discontinue benefits to the PFL claimant (care provider) if an independent medical examiner determined your patient's illness is not a "serious health condition" as defined by PFL.

Disclosure of Medical Information

Family members (care recipients) with serious health conditions authorize disclosure of their medical information to us by their physicians/practitioners when they sign the PFL claim form. Because the PFL claim must be completed before any benefits are paid, the EDD will not contact you to discuss your patient's conditions without their prior authorization. If the EDD needs to contact you, questions will be limited to the information you provided about the care recipient on the claim form.

Integrity of Paid Family Leave

The fiscal integrity of PFL depends on the accuracy of information provided to the EDD. As guardian of the Disability Fund, the EDD practices fiscal responsibility and applies a series of control measures designed to verify the validity of the claim. The EDD reviews your diagnosis/ICD coding and estimated dates of necessary care to determine whether it is consistent with the normal expectancy for the illness indicated on the claim form.

For more information, visit **PFL** (edd.ca.gov/PaidFamilyLeave).



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

This pamphlet is for general information only and does not have the force and effect of law, rule, or regulation.



Physician/ Practitioner's Guide to Paid Family Leave

EDD Employment
Development
Department
State of California





What is Paid Family Leave?

Paid Family Leave (PFL) is a partial, short-term wage-replacement insurance plan for California workers and a component of the State Disability Insurance (SDI) program. PFL provides benefits to eligible workers who take time off work to care for a seriously ill family member or to bond with a new child. PFL pays approximately 60 to 70 percent of lost wages. Benefits are available for a maximum of 8 weeks in a 12-month period. PFL is administered by the Employment Development Department (EDD) and funded entirely by California workers' payroll deductions.

Definition of Family Member

Individuals can file a PFL claim to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner.

Serious Health Condition

For PFL purposes, a serious health condition

means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential health care facility, or at home, or continuing supervision by a health care provider.

Parental Bonding

Individuals may file a PFL claim to bond with a new child, the new child of a spouse or registered domestic partner, or to bond with a newly placed foster or adopted child, or legal ward.

PFL bonding benefits are limited to the 12 months following a birth, adoption, or foster care child placement. Bonding claims do not require medical certification.

Paid Family Leave is not FMLA or CFRA

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) require some employers to grant unpaid leave to their employees for up to 12 weeks to care for a seriously ill family member or to bond with a new child. PFL is not FMLA or CFRA. It is not a mandated leave and it does not provide job protection rights.

Benefits that Conflict with Paid Family Leave

Individuals receiving PFL cannot receive Disability Insurance or Unemployment Insurance for the same period. In addition, PFL and workers' compensation benefits cannot be paid to an individual for the same period except under specific circumstances.

The Physician/Practitioner's Role

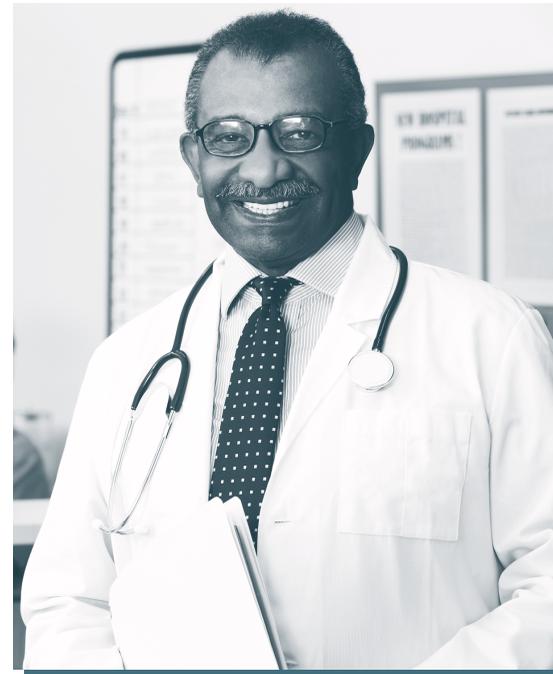
As your patient's physician/practitioner, you determine whether your patient's physical or mental health condition requires physical care or emotional support from a family member.

Note: In certain instances, more than one individual may be eligible to receive PFL benefits to care for the same family member.

To avoid claim delays, your medical certification must include:

- Physician/Practitioner's name.
- Physician/Practitioner's medical license number.
- Physician/Practitioner's original signature.
- Patient's diagnosis and corresponding International Classification of Diseases (ICD) code.
- Estimated duration (including number of hours per day) your patient will need care provided by a family member.
- Estimated date care is no longer necessary/prognosis date.

For your convenience, PFL claim information may be filed electronically by visiting **SDI Online** (edd.ca.gov/SDI_Online) or you may request the paper claim form online or by calling 1-877-238-4373.



Who Can Certify to the Care Recipient's Serious Illness?

The following licensed physicians/practitioners are authorized to either certify online through SDI Online or sign Part D - Physician/Practitioner's Certificate of the *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F):

- Licensed medical or osteopathic physician/surgeon.
- Medical Officer of a U.S. government facility or registrar of a county hospital in California.
- Chiropractor.
- Podiatrist.
- Optometrist.
- Dentist.
- Psychologist.
- Accredited religious practitioner.
- Nurse practitioner or physician assistant after examination and collaboration with a physician and/or surgeon.

Claim Eligibility Requirements

To qualify for PFL care benefits, your patient's care provider (PFL claimant) must:

- Have lost wages due to caring for their seriously ill family member.
- Obtain a medical certificate from you, the care recipient's physician/practitioner.
- Apply online through **SDI Online** (edd.ca.gov/SDI_Online), or submit a completed *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) paper form, within 41 days of the beginning of the family leave.

Citizenship and immigration status do not affect eligibility.