

Forbes Disability Group, LLC

P.O. Box 374 • Angola, Indiana 46703

Phone: (260) 665-1002 Fax: (260) 665-1401

Website: [www.NeedSocialSecurity.com](http://www.NeedSocialSecurity.com)

# New Client Handbook

Social Security Disability  
1-888-665-1002  
[contact@needsocialsecurity.com](mailto:contact@needsocialsecurity.com)

Forbes  
Disability  
Group, LLC

Social Security Disability  
1-888-665-1002  
[contact@needsocialsecurity.com](mailto:contact@needsocialsecurity.com)

Forbes  
Disability  
Group, LLC



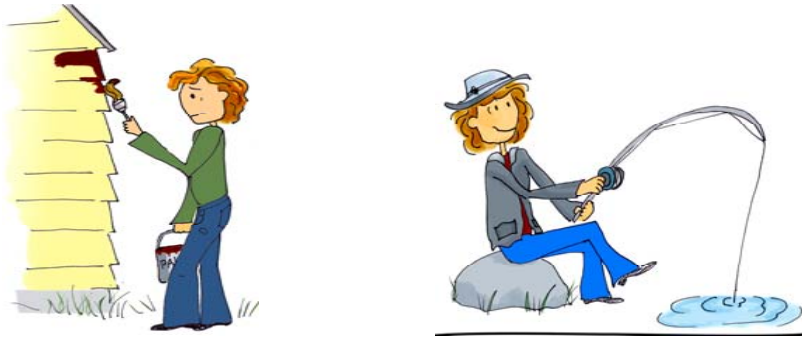
### CALL US RIGHT AWAY

1. **If your Address or Phone Number Changes:** We and Social Security must be able to contact you by telephone and by mail at all times. It is absolutely necessary that you keep us up to date on contact information.
2. **If you have New Medical Providers:** Disability must be proven by medical evidence, almost all of which comes from your medical providers. As a result, you must tell us as soon as possible whenever you see a new medical provider (For example, a new Hospital, Doctor, Therapist, Pharmacy, Lab, or MRI Center etc.)
3. **If you are diagnosed with New Medical or Mental Health Conditions:** Even though a new condition may seem small and insignificant, conditions can be added together to establish disability. This means that all new conditions are important.
4. **If you have new Hospitalizations, ER Visits, Urgent Care Visits, Doctor Visits, Test Results, or MRIs etc.:** These medical events must be reported to us as soon as possi-

### What can I do to help win my case?

- ◆ **At every Doctor appointment request a “Visit Summary”. We may need them.**
- ◆ **Obtain business cards from new Doctors and providers. Mail or fax a copy to us.**
- ◆ **Obtain pharmacy print-out sheets every 6 months. Mail or fax a copy to us.**
- ◆ **Do NOT request your medical records, we will request medical records at the appropriate time.**
- ◆ **Do NOT agree to a video hearing, (Video hearings are impersonal. You deserve a live hearing.)**

**Thank You for choosing us to help you in your fight for Disability!**



## **ADDITIONAL HELPS AND REMINDERS**

From the time you first file for Social Security Disability benefits, it is very important that you keep a log of all your medical activity.

This log should include all your Doctor visits, ER visits, Hospital stays, Urgent Care visits, Physical Therapy visits, and changes in medications, conditions, and diagnoses. Names, addresses, and phone numbers of all your medical providers are also required so we and Social Security can contact them and request your medical records. This information helps us to complete Disability Reports. A Disability Report is required by Social Security each time your case is appealed to the next level. Remember--Medical information makes your case stronger.

**KEEP THIS HANDBOOK IN A CONVENIENT PLACE SO YOU CAN REFER TO IT AS NEEDED.**

ble so that we can determine if your case can be made stronger.

- 5. If you receive a phone call from Social Security.**
- 6. If an eviction or foreclosure lawsuit has been filed against you in a court, or you have become resident of a homeless shelter.**
- 5. If you return to work or if current work hours, work functions, or work activities change.**
- 6. If you receive any Notice or Document from Social Security.**

## **WHAT IS THE DISABILITY DETERMINATION BUREAU (DDB)?**

The Disability Determination Bureau (DDB) is a state government agency that reviews your case for Social Security. Generally, the DDB makes disability recommendations to Social Security at the Initial Application level and the Reconsideration level. The DDB may need more information before it can make its recommendation. The DDB may ask you to go to a special medical examination and/or a psychological examination. Sometimes these are called consultative examinations. Social Security will pay for the examination and sometimes will pay you related travel costs. You must attend these examinations. You will receive a notice in the mail with the date, time, and place of each examination.

**If you believe that you were mistreated at an examination or that the Doctor did not listen to you, make a note of it and call us.**

The DDB may attempt to acquire even more information by sending you additional forms for you to complete and mail back to them. Some of these forms are:

### 1. Function Report

How your disability affects your ability to function in every day life.

### 2. Work History Report

Information about your work.

### 3. Earnings / Resources Report

Detailed information on past, present and future income and resources.

### 4. Third Party Report

Sent to a friend or family member who is a witness to your disability and who knows how it affects your ability to work and function on a daily basis.

**When you receive these listed reports in the mail it is very important that you fill them out truthfully and return them to Social Security within the time specified.**

**You can be denied disability benefits for failing to provide this information, and for not keeping your exam appointments.**

## YOU CAN BE DENIED—IF

1. You lie, fib or are deceptive;
2. You work;
3. You do not see Doctors or other Health Care Providers regularly;
4. You forget to tell Doctors or other Health Care Providers about all your medical conditions, aches, and pains at every appointment;
5. You forget to ask your Doctor or other Health Care providers for prescriptions for canes, walkers, and other assistive devices, if you are already using them;
6. You do not follow medical advice;
7. You drive —if driving is inconsistent with your medical or psychological conditions and /or their treatment;
8. You engage in activities— if such activities are inconsistent with your medical or psychological conditions and/or their treatment;
9. You fail to attend your hearing.



## What can I do to help win my case?

- ◆ At every Doctor appointment request a “Visit Summary”. We may need them.
- ◆ Obtain business cards from new Doctors and providers. Mail or fax a copy to us.
- ◆ Obtain pharmacy print-out sheets every 6 months. Mail or fax a copy to us.
- ◆ Do **NOT** request your medical records, we will request medical records at the appropriate time.
- ◆ Do **NOT** agree to a video hearing, (Video hearings are impersonal. You deserve a live hearing.)

**Thank You for choosing us to help you in your fight for Disability!**



## **ADDITIONAL HELPS AND REMINDERS**

From the time you first file for Social Security Disability benefits, it is very important that you keep a log of all your medical activity.

This log should include all your Doctor visits, ER visits, Hospital stays, Urgent Care visits, Physical Therapy visits, and changes in medications, conditions, and diagnoses. Names, addresses, and phone numbers of all your medical providers are also required so we and Social Security can contact them and request your medical records. This information helps us to complete Disability Reports. A Disability Report is required by Social Security each time your case is appealed to the next level. Remember--Medical information makes your case stronger.

**KEEP THIS HANDBOOK IN A CONVENIENT PLACE SO YOU CAN REFER TO IT AS NEEDED.**