

FCAP Application Form Submission Instructions

Within the **FCAP Verification** email notification, the patient will be instructed to return to the FCAP site and log in to their account.

Once the patient enters the site, they will receive the message below.

This message indicates that the patient is now **verified** and is able to proceed by obtaining and submitting the required forms.

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Welcome to FCAP!

You are verified to proceed with the program application process. Please look at the "Help" information on how to download and upload the documentation needed to be accepted in to the FCAP program

Download Documents

New menu items are now available for your use.

[Home](#) [Help](#) [Download Documents](#) [Upload Documents](#)

Welcome to FCAP!

To continue, please click on **Download Documents**.

Once this item is clicked, a list of required documents is displayed.

Download Documents

Click on the document you wish to download to your computer.

- [1 - Employee Reporting Form Fillable.pdf](#)
- [2 - Affidavit for Benefits Pursuant to Florida Statute §112.1816 Fillable.pdf](#)
- [3 - Authorization for use and disclosure of private health information to 3rd Party Fillable.pdf](#)
- [4 - Employee Past Employment Fillable.pdf](#)
- [5 - Terminated Employee Past Employment Fillable.pdf](#)
- [6 - Physician Diagnosis Form Fillable.pdf](#)

You may download each form and complete them manually, or choose to click on the link and complete the .PDF electronically. You must save a copy of the completed form. This copy will be submitted in the next step of the process.

Pictured below is an example of a form from the list.

Note: To continue the application process, we must receive a completed copy of each required document. You may submit your completed forms via the electronic upload process as described in the following section of this document.

EMPLOYER NAME
FIREFIGHTER CANCER ADMINISTRATION PROGRAM
EMPLOYEE REPORTING FORM
 Under Statute 112.1816

EMPLOYEE INFORMATION			
Firefighter Name	Date of Birth	Male	Female
Home Address		Telephone	
City	State	Zip	
Email	Work Phone	Cell Phone	
EMPLOYER INFORMATION			
Occupation	Date of Hire	Full Time Yes__ No__	Part Time Yes__ No__
Department			
CLAIM INFORMATION			
Date of Diagnosis			
Cancer Diagnosis (Check box below)		Treatment Received	
<input type="checkbox"/> Bladder Cancer <input type="checkbox"/> Brain Cancer <input type="checkbox"/> Breast Cancer <input type="checkbox"/> Cervical Cancer <input type="checkbox"/> Colon Cancer <input type="checkbox"/> Esophageal Cancer <input type="checkbox"/> Invasive Skin Cancer	<input type="checkbox"/> Kidney Cancer <input type="checkbox"/> Large Intestinal Cancer <input type="checkbox"/> Lung Cancer <input type="checkbox"/> Malignant Melanoma <input type="checkbox"/> Mesothelioma <input type="checkbox"/> Multiple Myeloma <input type="checkbox"/> Non-Hodgkin's Lymphoma	<input type="checkbox"/> Oral Cavity And Pharynx Cancer <input type="checkbox"/> Ovarian Cancer <input type="checkbox"/> Prostate Cancer <input type="checkbox"/> Rectal Cancer <input type="checkbox"/> Stomach Cancer <input type="checkbox"/> Testicular Cancer <input type="checkbox"/> Thyroid Cancer	
Diagnosing Physician Name			

Upload Documents

You may upload the completed .PDF forms by choosing the **Upload Documents** menu item. Utilize the **Browse** button in the upload pane (shown below) to locate the completed forms.



Upload Documents

Use the Browse button to select your files to be uploaded, then click "Upload".

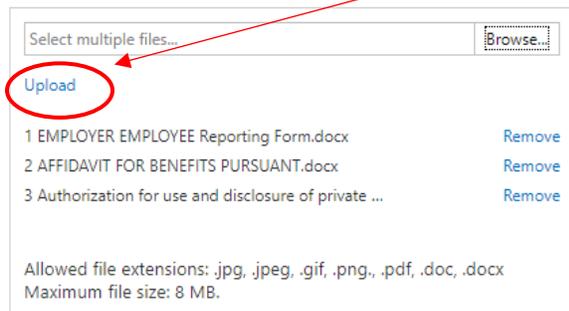
A screenshot of the upload pane. It features a text input field with the placeholder 'Select multiple files...' and a 'Browse...' button to its right, which is circled in red. Below the input field is an 'Upload' button. At the bottom, it lists 'Allowed file extensions: .jpg, .jpeg, .gif, .png, .pdf, .doc, .docx' and 'Maximum file size: 8 MB.'

Uploaded files

All files that were selected to be upload will be listed in the (left) window for verificaton. Once you have selected the file(s) you wish to upload, please click the **Upload** button.

Upload Documents

Use the Browse button to select your files to be uploaded, then click "Upload".

A screenshot of the upload pane showing a list of three files. The 'Upload' button is circled in red. A red arrow points from the 'Upload' button to the text 'to be uploaded' in the paragraph above. The files listed are: '1 EMPLOYER EMPLOYEE Reporting Form.docx', '2 AFFIDAVIT FOR BENEFITS PURSUANT.docx', and '3 Authorization for use and disclosure of private ...'. Each file has a 'Remove' link to its right. At the bottom, it lists 'Allowed file extensions: .jpg, .jpeg, .gif, .png, .pdf, .doc, .docx' and 'Maximum file size: 8 MB.'

Uploaded files

As confirmation, the uploaded files will now show in the (right) **Uploaded Files** window.

Use the Browse button to select your files to be uploaded, then click "Upload".

Select multiple files... Browse...

Upload

Allowed file extensions: .jpg, .jpeg, .gif, .png, .pdf, .doc, .docx
Maximum file size: 8 MB.

Uploaded files

1 EMPLOYER EMPLOYEE Reporting Form.docx	21 KB
2 AFFIDAVIT FOR BENEFITS PURSUANT.docx	19 KB
3 Authorization for use and disclosure of private health information to 3rd.docx	22 KB
6 Physician Diagnosis Form.docx	26 KB

Please note: As the forms are reviewed it may be necessary for the applicant to resubmit an incomplete or missing form. Please monitor the email provided for possible notifications.

Once you have completed the submission of the required forms, you may log off, and await notification of approval.