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EFFECTIVE IMMEDIATELY---Policy Regarding Paperwork/Forms/Records

5/22/2017

In a continuing effort to provide the best medical care, access, and convenience to all our patients, Ballantyne Medical Associates is implementing a new fee structure for forms that need to be filled out. We find this necessary due to multiple requests for forms from private parties (i.e. Attorneys), insurance companies, and others which take time away from direct patient care. There will be NO charge if the request comes from a government agency.

The following fee structure will be implemented for forms such as letters, disability criteria assessments, family medical leave documents, insurance documents, etc., which are not reimbursable by your insurance provider.

1. Medical Records Request from private entity (insurance companies, attorneys, etc.)--\$50.00 processing fee
2. Forms (disability claims assessment, FMLA, etc.)
 - a. 2 pages or less--\$50.00
 - b. 3-6 pages--\$100.00
 - c. 7-10 pages--\$200.00
 - d. More than 10 pages--\$400.00

No Forms or medical record requests will be completed until the stated fees are paid.

We recognize that these have been financially trying times and want to always take care of you and your family. However, we are spending significant amounts of time on paperwork, which must always be done afterhours so as to not interfere with patient care. Thank you for your understanding. As an informed patient and consumer, you are integral to helping us maintain your health.

Patient Name (Please Print): _____

Patient Signature (or representative): _____ Date: _____

Sincerely,
Ballantyne Medical Associates Administration