



Forms Completion Policy

The only documentation regarding your health or illness required by law (and included in the office visit charge) is an office visit note.

Completion of paperwork for the Family Medical Leave Act (FMLA) claims, long-term care, life insurance, the Department of Veterans' Affairs, disability claims or other purposes is unnecessary duplication and goes beyond routine medical care.

Therefore, **it cannot be billed to your insurance company**. Since all forms require our signature, we are personally responsible for the accuracy of the information provided. Incomplete or inaccurate information may have far reaching consequences for your case. Filling out forms thus requires careful consideration and considerable amount of our time.

Therefore, it is our office policy to charge for the completion of any form as follows:

- Processing fee of \$25 per form, and
- Completion fee of \$5 per each page - beyond the first two (2) pages.

We will complete the form and fax it to the designated recipient (or return it to you if you prefer) within 10 business days of the receipt of payment.

If the form to be completed was sent to us by an organization, we will notify you of the exact amount that is due. We may also request completion of the ***Authorization to Disclose My Health Information***. The form will be completed and sent to you (or the requester) within 2 business days after the payment is received.

You can avoid these fees by ensuring/securing that the requester accept a copy of the office visit note *in lieu* of a form. (For example, there is no requirement to use the FMLA form by employers. The employer just needs to know that the medical condition is real and qualifies for FMLA leave.) We can send to the designated recipient a copy of the last office note, free of charge. **If you wish us to do so, please fax us a signed *Authorization to Disclose My Health Information***. (To limit what is disclosed, please make sure that you fill out the condition and/or indicate start and end dates.)

Cardiac Clearance Requests will be completed in 5 business days.