



## Form Completion Policy

Completing forms is a service that requires administrative time to pull the necessary records, the doctor's time to review the records and then additional time to complete the requested forms.

The following forms will be assessed a minimum \$35 fee for completion:

- Workers Compensation
- Letter of Condition
- FMLA
- Misc. Patient Requests
- Abnormally lengthy (over 5 pages) or complicated requests may incur more time and costs (\$50-\$100), which will be considered on an individual basis at our discretion.

Disability paperwork will need to be submitted to your primary care physician. He or she can refer you to a physician who does Functional Capacity examinations if necessary.

### **Instructions:**

- Submit form requests well in advance of when needed. We will make every effort to complete forms within 5-7 business days. However, we cannot make any assurance of completion within the patient's time frame. Also note that it may take 3-5 days for mail delivery.
- Patient must complete all of his/her information on the form prior to submitting the form.
- Patient must not complete any portion to be completed by our office.
- Provide a stamped, addressed envelope to expedite mailing of completed forms.
- **Payment is required before completion of all forms.**

By signing below, I attest that I have read and understood the above form completion policy.

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Printed Name of Patient

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Signature of Patient

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Date