Completing paperwork for Family Medical Leave Act (FMLA) claims, long-term care, life insurance, the Department of Veterans’ Affairs, disability claims or other purposes goes beyond routine medical care. Therefore, it cannot be billed to your insurance company. Since all forms require a signature, we are personally responsible for the accuracy of the information provided.

It is the goal of the physicians and staff to accommodate as many requests to the furthest reasonable extent in an accurate and timely manner.

To help us better serve your needs, we request you be aware of the following policies:

1. Forms will be accepted for completion only if the patient’s information has been completed on the form. In some cases, we may not be able to complete or certify a form if patients have not completed their part of the form prior to submission. Blank forms will not be accepted.
2. Turnaround time for form completions is no less than 3 business days. While every effort will be made to complete forms as quickly as possible, patients should realize that forms may be delayed due to unforeseen circumstances. Remember that each form has to be carefully reviewed by a physician before it is released.
3. If the form to be completed was sent to us by an organization, we may request completion from the patient of the ***Authorization to Disclose My Health Information***. The form will be completed and sent to you (or the requester), or faxed to the designated recipient within 2 business days after the payment is received.
4. Many forms require the information be based on an office visit completed within 12 months of the date the form is completed. No form will be completed for any patient who has not had an office visit in more than 12 months.
5. The charge for review and completion of medical forms is $35.00 for the first form and $15 extra for any additional forms.
6. Payment for completion of a health form is the responsibility of the patient. This is not considered a billable service by insurance companies.