

## Forms Completion Policy

We recognize that many of you from time to time have forms that need to be completed for various reasons; school, camps, disability etc. Please understand that completing these forms takes an extensive amount of time and resources to accurately complete and process. We take pride in doing this well and want to provide you with a quality product. Since all forms require our signature, we are personally responsible for the accuracy of the information provided. Unfortunately, the great demand for this service placed on our physicians and clinical staff requires us to charge a nominal fee to cover our cost. Therefore, effective **October 15, 2018** there will be a charge for the completion of any forms including paperwork for schools, camps, the Family Medical Leave Act (FMLA) claims, long-term care, disability claims etc.

It is our office policy to charge for the completion of any forms as follows:

- FMLA forms, disability packets (excluding applications for disability tags), and personalized letters for IEP and 504 plans are \$50 per form
- All other forms (including applications for disability tags) are \$25 per form

Normal processing time to complete a form is 5-7 business days. Upon request, we will try to expedite and complete within 2 business days. Any expedited requests will incur an additional 50% cost.