

Forms Surcharge

Dear Patient:

The completion of informational/insurance forms represents an administrative service to our patients above and beyond the provision of medical care. Recent changes in health care have resulted in the tremendous increase in the volume of information requests to our practice. The time and effort involved in providing this detailed information results in significant costs especially when multiplied over a large number of patients our practice services. The refusal of insurance companies and requesting agencies to cover the costs requires us to institute a policy of charges for the completion of forms as follows:

NO CHARGE:

- Workers Compensations requested Disability and Work Status forms
- Auto Insurance Carrier request for Work Status and Treatment plans

\$50.00: Disabled Parking applications

\$50.00: Per form for completion of the following:

- Credit card deferment forms
- Private Disability Insurance forms
- School Educational Disability or Limitation forms

\$50.00: Family Medical Leave Act form

\$150.00-\$300.00: For dictation of any dictated letter describing medical care and limitations

\$50.00: No Call or No Show for medical appointments (after established relationship)

- 48 hours noticed required if unable to make appointment, excluding weekends. (Monday appointment, at latest, Thursday cancellation)

\$50.00: Bad check fee

\$1.00: Per page of medical records to be copied (up to the first 25 pages, then \$0.60/page thereafter)

Patient Signature

Date

Print Name