

Disability Form Completion Policy

We are happy to complete disability forms for you, however, due to the growing number of forms that need to be completed, and the time involved, our office has instituted the following policy.

There will be no exceptions to this policy.

1. Forms are completed in the order they are received. All patient information must be completed before we can accept the forms.
2. Please allow 10 business days for completion and plan accordingly.
3. Forms cannot be completed until your most recent office note has been dictated and transcribed. This may increase the time it takes to complete the form.
4. There is a \$20.00 fee **per form** which must be paid before the forms will be completed.
5. If you are covered by Worker's Compensation, please be aware that you are responsible for the payment of disability forms; worker's compensation does not cover this cost.
6. When forms are completed they will be mailed to the patient's home address. A copy may be faxed to the insurance company if the patient requests.
7. **NO FORMS MAY BE GIVEN TO THE PHYSICIAN AT ANY TIME.**

I have read and understand the Disability Form Completion Policy.

Signature

Date

Thank you for your cooperation.