

**The Family Practice & Orthopedic Care Center, PC
Omega Physical Therapy**

Form Completion Policy

The Family Practice & Orthopedic Care Center, PC, and Omega Physical Therapy require payment for the completion of forms that the patient requests completion. We receive many requests which involve increased administrative time and financial resources in excess of what is normally needed to complete the medical record.

Instructions:

- **Submit the form completion request well in advance of when they are needed. We will attempt to complete the forms as quickly as possible; however, in order to properly address them we need adequate time to review the patient's records.**
- **Patient must complete all of their information on the form prior to giving the forms to us.**
- **Provide a stamped, addressed envelope to expedite mailing of completed forms.**

We will make every effort to complete these forms within 5-7 business days; however we cannot make any assurance of completion with the patient's time frame(s). Payment is required prior to completion of all forms.

Fees: Single page \$10.00
Multiple pages \$15.00

ASAP/Same Day request will have fee of \$10.00 plus the standard form fee.

The following forms will be assessed a fee for completion:

- FMLA
- Workers Compensation
- Disability
- Letter of Condition
- Misc patient requests

No charge for DMV Disability Placards

By signing below I attest that I have read and understand the above policy.

Signature of Patient (legal rep)

Date

Please ask for a copy to keep for your records. Thank you.