

# FORM FEE POLICY

The providers of Creekside Medical understand the patient's need to have various types of forms completed. We try to be as helpful and sensitive as we can in understanding the urgency of having your forms filled out and signed by the doctor. Because most forms are completed by the provider outside of regular business hours, we require up to 2 weeks to complete each form. Most forms that need to be completed will be provided to you at no additional cost. However certain forms, (i.e. FMLA, disability or those forms that need to be expedited) will be charged a fee. Please note, at times you will need to be seen by your provider in order for the form to be completed. If you already have an appointment and want your form completed then, please let the scheduler know that you have a form to be completed. This way, we may allot the appropriate time for your office visit. Forms that are filled out during an office visit will be provided at no additional cost.

From the date the forms are received in our office we will require up to 2 weeks in order to have the forms completed and ready to be picked up by the patient or faxed to the insurance/work facility. We will notify you as soon as they are completed.

In order for us to complete your form, all forms must contain your name, date of birth and any information that needs to be filled out by you. If any forms arrive without the above information, we will be unable to complete the form and this could delay the turnaround time. If you emailed or faxed your form to us, you will receive a confirmation text within 24 hours that your form was received. If you do not receive a confirmation text, please re-send/fax your form.

Please allow the requested time before you call the office to inquire about your form if you have not yet been called to say it is ready to be picked up, faxed or emailed.

If you request that the form be completed sooner than the times listed below, you will need to pre-pay an expedited form fee, in addition to any cost for the original form. Form fees must be paid in advance of them being filled out.

## Times and Cost for Forms:

Sports PEX.....	3 business days from date of receipt	No Charge
Medication in School.....	3 business days from date of receipt	No Charge
Simple Biometric Forms*.....	2 week from date of receipt	\$25.00 + Tax
FMLA Forms*.....	2 weeks from date of receipt	\$25.00 + Tax
Disability Forms*.....	2 weeks from date of receipt	\$25.00 + Tax
Complex/Work Forms*.....	2 weeks from date of receipt	\$25.00 + Tax
Expedited Form, (In addition to form any form fees).....	1 day from receipt of form	\$25.00 + Tax

*\*These forms may need to be done during an office visit. We will let you know if you need to schedule an appointment once we have received the form.*