



Patient Administrative Forms Fee Acknowledgment

Notice of Administrative Forms Fee

Our office completes various administrative and non-medical forms at a patient's request. These may include, but are not limited to school, work, disability, FMLA, insurance, legal, or third-party forms.

There is a \$20.00 fee for a one-page form. Each additional page is \$5.00, not to exceed a maximum total fee of \$50.00.

Important Information

- Payment is required upon completion of form.
- Forms will not be released to you until payment is received.
- This fee is not covered by insurance and is the patient's responsibility.

Patient Acknowledgment and Authorization

By signing below, I acknowledge that I have been informed of the above fee for each form completed by this office and agree to pay this fee.

Patient Name (print): _____

Patient Signature: _____

Date: _____

For Office Use Only:

of pages: _____ Fee Amount: \$ _____

Date Payment Received: _____

Payment Method (check one): credit/debit cash check

Amount Paid: _____



Policy: Patient Administrative Forms Fee

1. Purpose

The purpose of this policy is to establish a consistent and transparent process for charging, collecting, documenting, and billing fees associated with the completion of patient-requested administrative and non-medical forms.

2. Scope

This policy applies to all providers and staff involved in processing, completing, releasing, collecting payment for, and billing patient administrative forms.

3. Policy Statement

The practice may charge a fee for the completion of administrative and non-medical forms requested by patients. These services are not considered medically necessary care and are not covered by insurance. Patients are responsible for payment of applicable fees, and completed forms will not be released until payment requirements are satisfied.

4. Definition of Administrative Forms

Administrative forms include, but are not limited to:

- School or academic forms
- Employment or workplace forms
- Disability or FMLA documentation
- Insurance forms not required for claims processing
- Legal or third-party forms
- Any other non-medical documentation requested by the patient

5. Fee Structure

- \$20.00 for a one-page form
- \$5.00 for each additional page
- **Maximum total fee: \$50.00 per form**

6. Patient Acknowledgment and Authorization

- The Patient Administrative Forms Fee Acknowledgment must be signed by the patient prior to the release of any completed form.
- The signed acknowledgment must be attached to the administrative form.
- By signing, the patient confirms understanding of and agreement to pay the applicable administrative forms fee.

7. Payment and Release Process

- Payment is required upon completion of the administrative form.
- Completed forms will not be released to the patient until payment has been collected or billing arrangements are confirmed.
- Fees are not covered by insurance and are the responsibility of the patient.
- Accepted payment methods include credit/debit card, cash, or check.