



Policy: Invoicing Law Firms for Medical Forms Completion

Effective Date: 01/01/2026

Applies To: All staff and providers handling requests from attorneys/law firms for form completion or legal documentation.

1. Policy Summary

When a law firm requests medical form completion or legal documentation, the practice will invoice the law firm for professional services. These services are not covered by insurance, are separate from medical treatment, and require payment in advance before the provider completes the forms.

2. Fees

- **Medical Form Review & Completion Fee: \$500.00**
- **Additional fees may apply for forms requiring more than one hour of provider's time to complete.**
- Total due is based on the invoice and may include both charges.

3. Payment Requirement

- **Payment is due in advance of form completion.**
- **Forms will not be completed or released** until payment is received and verified.

4. Authorization Requirement (HIPAA)

Before releasing completed forms to the law firm, staff must confirm there is:

- A valid **patient authorization to release information**, OR
- A valid legal requirement (court order/subpoena handled per office legal request process)

No forms may be released without proper authorization.