

Steven F. Harwin, MD, FACS

Patient Name _____ Date _____

OFFICE POLICY FOR COMPLETION OF FORMS

Many patients ask us to complete forms that will allow them to get reimbursed from insurance companies, for credit card payments, car payments, parking charges, mortgage payments, disability income, family medical leave, and many other conditions for which they are entitled to receive compensation. Requests for medical excuses for gym or health club cancellations, jury notices and trip cancellations are also common.

Our staff is happy and willing to assist you with these needs. We ask you to please understand that because of our high volume of patients these requests are numerous, and the forms themselves may be detailed and are time-consuming for us to fill out accurately. Your chart and medical notes must be accessed and reviewed in order to complete the form properly. We cannot complete these forms on the day of your visit since our staff is occupied during office hours.

A standard check-off note for you to remain out of work or return to work, or to excuse absence from work on the day of your visit will be provided at *no charge* on the day of your visit.

For all others, *a minimum payment of \$25.00 for each form* is required for completion, processing, copying and postage. Detailed narratives and complicated forms, such as those prepared by Dr. Harwin for legal purposes, are billed on an individualized basis. We will try to return the completed form to you as soon as possible, but the processing period can take up to a week or more due to the high volume of forms we must complete for our patients.

Unfortunately we can no longer fax any documents due to the newly enacted privacy laws.

We thank you for your understanding. Please sign below so that we can include this in your chart.

The Office and Support Staff of Dr. Steven F. Harwin

Patient Signature _____ (2-09)