



FORMS COMPLETION POLICY

FMLA / Disability / School, Work, Insurance Paperwork

It is our office policy to charge for the completion of paperwork for the Family Medical Leave Act (FMLA), long-term care, life insurance, the Department of Veterans' Affairs, disability claims or for other purposes. Our standard fee includes one-time completion/submission of such form(s). After the form has been completed and submitted, if updates or more information is necessary, an additional fee *may* apply.

- Form completion and Processing fee of \$25 per form

We will complete the form and fax it to the designated recipient (or return it to you if you prefer) within 5 business days of the receipt of payment.

If you would like us to complete a specific form, please have it mailed, faxed or personally delivered to our office at 5240 E Knight Drive #108, Tucson, AZ 85712. Fax is (520) 321-4048. To avoid delays, please return the form with payment. If the form to be completed was sent to us by an organization, we will notify you of the exact amount that is due. (To limit what is disclosed, please make sure that you fill out the condition and/or indicate start and end dates.)

Finally, completion of certain forms, such as return to work forms or disability determination, etc., may require an update of your medical information or a special examination. In such cases, you will be asked **to make an appointment** and we will fill out the form as part of the office visit without extra charge.

If you have any questions, please ask one of our staff members,

Anthony Chavez, MD