

Ardmore Family Practice
Form Policy
Revised: 09/01/2019

FMLA & Disabilities Forms

In general, we prefer **FMLA Forms and Short/Long Term Disability Forms and Evaluations** to be completed in person during our regular office hours. At which time our providers may refer you to an appropriate specialist for further evaluation and management.

There will be a charge of \$35.00 for the completion of FMLA forms or you may be required to schedule an appointment. Payment is due at the time form is presented to us. Please allow 5-7 business days for the completion of these forms. If your form completion request is received by phone, fax, email, or mail, payment will be due prior to sending completed forms to you or the insurance.

School Forms

There will be a \$15.00 charge for 1 page and a \$20.00 charge for 2 or more pages. If patient has been seen for a Well Child Check/Physical within the last 30 days there is NO charge. Patient may be required to schedule an appointment. Payment is due at the time form is presented. Please allow 5-7 business days for completion of these forms.

Patient Name _____ MRN # _____

Telephone # _____ Day/Time Received _____

Name of Requesting Person _____

Type of Form _____

Estimated Date of Completion _____

Signature of AFP staff receiving form of payment _____

Payment amount \$ _____ Check ____ Cash ____ CC ____ No Charge ____

Staff Name Completing Form _____ Date Completed _____

Signature of patient/person picking completed form _____

Date/Time _____