



Important Notice to Our Valued Patients:

Effective January 1, 2020, our office will begin charging for the completion of certain forms. Completing paperwork for schools, employers, the Family Medical Leave Act (FMLA) claims, long-term care, life insurance, disability claims and other purposes goes beyond the routine medical care provided during our office visits and requires careful consideration and a considerable amount of our providers' time.

The pricing for the completion of these forms is as follows:

2 pages or less in length: \$15.00 charge

3 or more pages in length: \$25.00 charge

Payment will be collected up front and the completed form will be mailed or faxed to you within five business days of the receipt of payment.

If the form to be completed was sent to us by another organization, we will notify you before completing the form. We may also request that you complete an authorization to disclose your health information to the requesting organization. The form will be completed and sent to you (or the requester) within five business days after payment is received.

Please note, you can request a complimentary copy of your office visit notes from our Medical Records Department and are often able to submit those records to the requesting party in lieu of a form. (For example, for an FMLA claim, your employer typically just needs to know that the medical condition is real and qualifies for FMLA leave.) A form to request a copy of your medical records can be found at myheadfirst.com → Your Visit → Forms.

Finally, please note that the completion of certain forms, such as school forms, camp forms, sport participation forms, disability determination, etc., may require an update of your medical information or a recent 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.

We appreciate your understanding of this policy.

Sincerely,

The HeadFirst Team