



### **Form Completion Fee**

Changing Minds Psychiatry will be happy to assist you in completing your medical forms. Insurance companies do not pay for these services; therefore, payment is expected in full at the time the service is rendered. In order to do so, we need your cooperation with the following.

1. Please allow up to three (3) working days for completion of the form(s).
2. Patient must be available and present to have form completed
3. Please complete the patient section you are responsible for completing
4. There is a Fee for completion of medical forms (This is per form and is not negotiable)
  - a. FMLA form – Initial Fee \$100, Subsequent fee \$50
  - b. Short Term Disability Paperwork – Initial Fee \$100, with FMLA \$50
  - c. ADA Certification - \$75
  - d. Copy of Medical Records - \$.60 per page
  - e. Work/School Excuse letter (more than 24 hours) - \$50.00
  - f. Emotional Pet Support Letter - \$100
  - g. Any other letter required by Patient or if rush is needed for form: \$50
5. Please contact the office if you should have questions regarding the form(s).



---

**Patient Information Section**

Patient/Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Provider: \_\_\_\_\_

Patient was informed of the (per form) completion fee?    Yes    No

Patient Information Section is completed?    Yes    No

Number of forms to be completed: \_\_\_\_\_

Payment Due and Received? \_\_\_\_\_

Thank You for assisting us on completing your form(s) in a timely manner.

---

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_