

# Form Fee Schedule

**Effective Date: 1/1/2026**



## 1. Purpose

This schedule outlines fees for completing medical forms and administrative paperwork. These fees cover staff time and provider review. They are not reimbursed by insurance and must be paid by the patient.

## 2. Form & Administrative Fees

Form / Service	Fee	Notes
FMLA Forms	\$50 per packet	Based on complexity and multiple-page requirements.
Letters of Medical Necessity / Clearance / Custom Letters	\$15	Based on length and detail required.
Expedited Processing (24–48 hours)	Additional \$20–\$40	Subject to provider availability.
Revisions / Additions to Previously Completed	Forms \$10–\$25	Applies if form must be redone due to patient/employer changes.

## 4. Processing Time

- Standard processing: 5–10 business days
- Expedited: 24–48 hours (additional fee)
- Forms are processed in the order received and may take longer if provider review is required.

## 5. Payment Policy

- Fees must be paid before the form is started.
- Payment methods accepted: Cash, Check, Credit Card.
- Fees are non-refundable, even if an employer, school, or insurer does not accept the form outcome.

## 6. Patient Requirements

Patients must provide:

- All form pages
- Patient sections completed
- Deadlines and delivery preferences
- Written consent for fax/email release (if applicable)

Incomplete submissions delay processing.

## 7. Delivery Options

- Upload to patient portal
- Secure fax (with consent)
- In-office pickup

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

Parent/Guardian Signature: \_\_\_\_\_