



## **FORMS & COPIES POLICY FOR OUR PRACTICE**

### **REQUESTING COPIES:**

Since the cost of supplies and paper is going up we are obligated to implement the following charges:

1 page = \$0.50 each for copy of labs, radiology reports  
and any other paper

RECORDS TO BE COPIED –

\$0.50 per page up to 50 pages and \$0.25 a page thereafter  
Plus \$10 fee for search & handling

Please allow 7-10 business days for the records to be copied and mailed once payment and signed consent form has been received.

### **MISSING AN APPOINTMENT:**

It is our policy to require appointment cancellations no later than 48 hours in advance in order to avoid a no show charge. Failure to notify our office within this time limit or failure to show up for scheduled appointment will result in a \$75 charge to your account. IT IS YOUR RESPONSIBILITY. You will receive a bill for this and payment is expected prior to your next appointment.

### **REQUESTING FORMS TO BE FILLED OUT BY THE DOCTOR:**

Following forms will be charged with corresponding fees:

Disability forms - \$ 50.00

Insurance forms - \$ 50.00

FMLA forms - \$ 50.00

DMV forms - \$ 35.00

MISCELENIUS FORMS & LETTERS: \$35.00 - \$50.00

### **RETENTION OF RECORDS:**

Our practice retains records for 6 years following your last visit with our physicians. If you have not been seen for 6 years your records will be discarded in a confidential manner without further notice.