

ANNAPOLIS INTEGRATIVE MEDICINE POLICY REGARDING:
CHARGES FOR INSURANCE, DISABILITY AND OTHER OFFICIAL FORMS

In today's medical world and given the type of illnesses our practice works with, the amount of paperwork and forms that need attending to is often overwhelming.

Due to the time consuming nature of filling out and managing insurance claims, disability forms, as well as other lengthy forms, we (as with most medical offices) find it necessary to charge a nominal fee for this service.

If Dr. Weiss is required to fill out a form or dictate a note regarding a matter, he will charge his usual rate.

If this is a matter that the office staff can handle, the charges will be as follows:

1. Disability Claims \$4 per page
2. Disability Letter \$25-\$40 depending on length of letter and amount of time required to review chart
3. Insurance Forms \$4 per page
4. Medical Records \$.65 per page plus \$19.70 Search Fee
5. Letter of Medical Necessity \$25

We will do our best to expedite taking care of your requests, however the speed with which we will be able to do so is dependent on many factors including how many forms we have pending at any given time. For this reason, please allow two weeks to process your request.

If you require immediate service, which may require overtime work by the staff, a fee of \$30 will be assessed.

If you need special assistance in any way please let us know.

We do our best to give individualized service so that every one of our patients feels special. If we are not meeting your expectations please let us know how we can serve you better.

I accept the above policy.

Patient Signature _____

Date _____