



FORMS COMPLETION POLICY

Thank you for choosing University Cancer & Blood Center. We are devoted to providing comprehensive and well coordinated care. You may need us to fill out forms with your health information to present to third parties. These can relate to life/health/disability insurance, DMV issues, Family and Medical Leave act, or any certificates of current medical status. Completing these forms takes administrative time to pull the necessary records, the doctor's time to review the record and then up to an additional 30 minutes to complete the requested form, depending on the complexity. In order to be efficient and complete requested forms on a timely manner, we have developed the Form Completion Policy.

To help us serve your needs, please be aware of the following:

1. Request for Form Completion

Please print and complete the "Request for Form Completion" in it's entirety and submit it with any forms requiring completion. This form is **REQUIRED** for our staff to fill out any paperwork on your behalf.

2. Form Copies

Please make a copy of any and all forms prior to submitting them to University Cancer & Blood Center for completion.

3. Form Completion Requirements

Any form related but not limited to disability, FMLA, or employment accommodations that may involve extensive chart review and/ or examination, **will require an appointment**, unless you have been seen within a year.

4. Form Completion Fee

There is a flat rate fee at **\$15.00** for completion of all forms. Multiple documents submitted for completion will incur a \$15.00 fee for the first form and \$5.00 fee for each additional form. The fee must be paid prior to form completion. We accept cash, check or credit cards. *Insurance will not reimburse for form completion.* **Any forms received without payment will be returned incomplete.**

5. Time for Form Completion

Please allow up to 14 business days from the time you submit your form for completion. Additional time may be needed, depending on the request and the providers' schedule. Forms are completed in the order they are received. We will not interrupt our patient's care to fill out forms. Forms are NOT completed on a rush basis as our workload does not allow us to do this.

6. Status of Form Completion

Please do NOT call or come to our office to check on status of these forms. Our office staff will contact you when the forms are complete or you may return after 14 business days from the day forms were submitted.

If you have questions about submitting your forms you may call 706.353.2990 and speak with a staff member.