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Forms Completion Policy (Date 7/10/2015)

Patients may require forms to be completed by one of the providers (disability, FMLA, life insurance, MVA, etc.). Completion of forms requires administrative time to gather data, physician time to review, and time to complete the form. Some forms are lengthy, complex, and require a physical exam by a licensed health care provider. To expedite processing these forms in a timely manner, we have developed the following Forms Completion Policy.

1. You must be an established patient. A provider of *Mid Maryland Neurology PA* will not complete any type of form until you have been seen in our office *at least 2 times*.
2. **Forms cannot be completed on the day presented** to the office *UNLESS you have scheduled an office visit specifically for forms completion*. When you schedule your appointment, inform the receptionist that you have forms to be completed. All office visits will also include a normal history and physical examination
3. If you have seen the doctor within the past 90 days, then you may choose to leave the forms and the doctor will complete them within 7 business days.
4. Charges:
 - a. Disability, FMLA, Durable Medical Equipment, Insurance policy, (including, but not limited to): **\$25 charge to the patient (cash or credit card), payable upon submission of the forms.** (Forms in excess of 3 pages will be charged an additional \$5 per page.)
 - b. Letters on *Mid Maryland Neurology PA* letterhead for medical needs (including, but not limited to): **There will be a \$10 fee charged to the patient (cash or credit card), payable upon patient receipt of the requested letter.**
 - a. Excuse for Jury Duty for a medical condition
 - b. Special consideration for needs
 - c. Other letters requested
 - d. Letters on *Mid Maryland Neurology PA* letterhead requested by a lawyer or legal representative will be done at the physician's discretion. Final charge will be determined by length and complexity of the letter.
 - e. Handicapped Tags/Parking Permits. **There is a \$10 charge.**

We are not obligated to complete these forms. We reserve the right to refuse to complete any form. If records are requested in addition to a completed form, then the form will be sent from our office once payment has been received from the company requesting this information. No forms or records will be sent to a third party without a signed release from the patient.