

# Form Completion Fees

As of 10-04-17

**Payment Required When Form Dropped Off** - Cash or Credit/Debit Card

*Forms faxed to the office can be paid via phone prior to completion with Credit/Debit Card.*

## FORMS THAT ARE CHARGED FOR:

- **Any Form completed outside of an office visit** - \$10.00 - allow 3 business days to complete
- **Same Day Forms outside of an office visit** - \$10.00 + \$5.00 same day charge
- **FMLA Forms, College Entrance, Driver's License** - \$10.00 - allow 3 business days to complete
- **Child Nutrition Forms :**
  - Daycare and school forms - \$10.00 + \$5.00 if wanted same day charge
- **Paper Print-Out for Tax Purposes** - \$10.00
- **Insurance Forms** - forms needed for insurance purposes may be billed at a higher rate, due to more complexity. In most cases, your insurance company or the entity requesting these forms will be billed. If you will be held responsible, our office will contact you.

## FORMS THAT HAVE NO CHARGE:

- **Any form completed with a related office visit such as: well child office visit, Asthma follow-up or ADHD follow-up** - including: Kindergarten, Day Care, Sports Clearance, Asthma Action Plan, Emergency Action Plan, Immunization Record
- **Forms for**
  - Pharmacy supplies
  - CAP services
  - OT
  - Home Health
  - DSS
  - Foster Placement
  - WIC forms
  - Medically Fragile
  - 504 Plan
- **Forms for Medications.**  
*Will need to be up-to-date with visits related to diagnosis for these forms to be filled out.*



\*Although this list is comprehensive, there may be forms not listed. Please check with the staff if your type of form is not on this list.