

What is your office protocol for completing special forms such as FMLA, Handicap parking, disability forms, etc. and do you bill for it?

Do you use a computer template or hand write on a pre-printed form?

1. We write them out on preprinted forms. No charge.
2. I do not charge for these. I use prewritten forms for this. It does take longer than I like, but many of my patients cannot afford to pay out of pocket for this.
3. We really have no "office protocol", but leave it up to each doctor. I fill out the preprinted forms and do not bill for it.
4. I have them make an appointment to be seen.
5. We have them come in to be seen. If they have no other problems we have a specific charge for filling out forms.
6. We hand write them on preprinted forms. For years it was a courtesy to my patients. However, this year I have had enough paperwork, so, if the patient requests it, I charge \$25 to do more complex forms (FMLA). I may not charge for handicap parking because it is simple to do. It depends on the individual patient and my mood at the time.
7. FMLA and disability we do not do. The handicap forms are easy to complete. I even have copies in the office so all the patient has to do is ask. I am selective to whom I say yes.
8. I usually require such forms to be completed as part of an OV. Then, at least, I get some reimbursement for my time and I can do a more complete job of completing the forms with appropriate documentation into the chart.
9. I don't do forms! Just say No! It worked for Nancy Reagan.
10. I usually do not charge, as they are usually the older patients.
11. I complete most FMLA and handicap forms during a routine office visit with no extra charge. I receive about 1/4 of the FMLA forms after the fact and complete them later at no extra charge. I will have a patient schedule an office visit for a disability exam as these are usually more detailed.
12. Done at a visit OR we reserve the right to charge for completion of the form. Of course, we do not (cannot) charge Medicare patients and a few others where we are specifically prohibited for charging for form completion, etc.