

To our loyal patients and families,

First, we would like to thank you for placing your trust in GBMC Health Partners. It has come to our attention that our offices are often asked to fill out forms for outside organizations. As members of your care team, we are always happy to do so but wanted to inform you that there will now be a small fee for such forms. As of October 1, 2019, a form completion fee of \$15 will be charged to patients who need these services, no matter the length of the form. In return, we are committed to completing all outside forms in a timely manner of 7-10 business days. If your forms require immediate attention or the form is requested sooner than 7 business days, an expedited fee of \$10 will be added to the \$15 form fee. Please remember these fees are for requests outside the scope of your standard medical care and do not apply to forms we may ask you to complete.

Specifically, a form fee will not be charged in the following situations:

- Primary Care practices: If the form is presented at the time of appointment
- Surgical/Women's/Medical Specialty practices: within the global period of surgery or procedure, the first FMLA form for the patient only (does not apply to family member)
- Coordination of care forms (examples: nursing home/rehab form or home care forms)
- Medicaid insured patients
- Department of Transportation physical testing
- GBMC Employee Wellness form

If you have any questions about our new form policy, please contact your practice and we will be happy to assist you.

Sincerely,

GBMC Health Partners