

INFECTIOUS DISEASE — CONSULTANTS —

Documentation Fee Policy

PURPOSE

Due to the increasing volume of patient requested healthcare information, Infectious Disease Consultants have been forced to charge for the completion of forms which are not directly associated with the medical care provided to our patients.

POLICY

This policy pertains to external documents that require a healthcare provider to authenticate patient health, provide their signature to verify information found within the document, or to approve/provide medical clearance for an external organization. Effective AUGUST 1ST, 2021, Infectious Disease Consultants will categorize all external documents that require the attention of a healthcare provider as either a "FORM" or an "ENDORSEMENT" and will charge for the completion of forms.

Forms will be assessed a fee that will be collected before the provider completes the document. This fee will be charged at a rate of \$75 per document or \$500 for the whole year. Forms will be filled out within 7 business days of receipt of payment.

FORMS can be defined as an externally produced document that:

- Requires MORE than 5 minutes of provider time
- Requires chart review
- Benefits the patient financially

If a chart has to be reviewed or an appointment is needed, the patient will be notified before the document can be completed.

FORM EXAMPLES:

- FMLA Paperwork
- Life Insurance
- Work Restriction Documentation
- Academic Medical Withdrawal Letters/Documentation
- Long-Term Care Benefits
- Child Care/Day Care Forms
- Flex Spending Letters of Medical Necessity
- Adoption/Foster Care
- Justification Letters for Personal Reimbursement
- Participation Social Service Programs
- Subsidized Housing Applications
- Disability Documents
- Applying/Renewing Benefits
- Parking Permits

Signature: _____

Date: _____