

James S. Albertoli MD FACS LLC
Ambulatory Center for Aesthetic and Reconstructive Surgery

56 Thomas Johnson Drive
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FORM COMPLETION POLICY

Thank you for choosing the office of Dr. James S. Albertoli and the Ambulatory Center for Aesthetic and Reconstructive Surgery. Effective March 20th, 2024 our office will be charging for form completion. These can relate to life/health/disability insurance, DMV issues, Family and Medical Leave act, or any certificates of current medical status. In order to be efficient and complete requested forms on a timely manner, we have developed the Form Completion Policy.

To help us serve your needs, please be aware of the following:

1. Form Completion Requirements:

If there are any required areas to be completed by patient or claimant these sections must be completed in their entirety. (i.e. signatures, claim information etc.) Otherwise the form be deemed incomplete and returned to you.

2. Form Completion Fees:

Pre-payment is required before forms are completed. Documents over 20 pages will not be faxed. Additional charge may be required for postage.

Flat Form Completion Fee:	\$15.00
Forms over 20 pages:	\$0.50 cents per page

3. Multiple/ Duplicate Forms:

There will be a separate charge for **each form** during the course of your treatment.

4. Complete Forms:

Completed forms may be picked up, mailed or faxed. Our office needs all information in regards to address, fax number etc.

We will make every effort to complete these forms within 3-4 business days. This form completion policy is not applicable to attorney requests, or medical requests which have their own standard fees.

By signing below, I acknowledge and understand the terms outlined above for completion of medical forms.

Patient Name/Signature

Date

Effective March 20, 2024