

## Office Policy Disability Form Processing

Due to the very high volume of patients who require disability paperwork to be completed and signed by the provider, the following guidelines have been developed to assist in rapid processing of those important and necessary forms.

Please note that any paperwork processed by this office will take 5 business days (from the date received) to complete and mail. If you would like us to fax it to your Employer/Insurance Company/ Outside Agency, please provide their fax number.

Paper work cannot be processed unless you have completed all portions of the document that are to be filled out by the patient. NO EXCEPTIONS. This will not apply if the paperwork does not require signature.

A copy of your paperwork will be placed in your chart after the provider signs it and will remain a part of your permanent record. This applies to ALL forms.

When we send the original document out to the employer/insurance company/other agency, a copy will be sent to you at your home. If another facility or office requires a copy of this, it is your responsibility to forward it to that party.

ALL Private Insurance Disability forms, Life Insurance forms and Worker's Compensation forms will require a \$25.00 - \$75.00 fee due at the time forms are submitted to our office. The fee determined based upon the length of the forms. You will be notified of the exact fee when you present the forms to us for completion. **Paperwork will not be processed without payment in advance.** We accept cash, checks and credit cards. Please make checks payable to Clarity Mental Health.

We appreciate your assistance in completing your portion of the forms. We feel that this will allow us to better serve you, the patient. Please sign and date below to acknowledge that you read and understand this information. If you have any questions or concerns feel free to contact our office.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date