



Form Completion Policy

CNMRI offers completion of forms as an added service to patients. It is our policy to collect a fee for these forms since it does require staff time and supplies to complete them accurately.

When a form is presented for completion, a number of steps are required which takes staff time and office resources. The steps include the following:

1. Someone has to receive the form and review it.
2. Someone then reviews the medical record to obtain physician notes and any other information required.
3. The information must be filled out on the specific form presented.
4. Office notes must frequently be copied to accompany the form.
5. There must be documentation made into your patient record that the forms were received, completed and returned.
6. The form is mailed, faxed or prepared for the patient to pick up. Mailing and faxing charges apply in most cases.
7. The form must be scanned and entered into our electronic medical record.

If a form is requested to be completed there will be a prepaid fee of \$10 per page up to \$50. Window Tint Waivers are a flat rate of \$30 and Medical Marijuana Forms are a flat rate of \$75 per request. Any form submitted should be given FIVE working days for completion. If forms need to be processed more urgently there will be an additional \$10 expedited form completion fee. The prepayment is expected at the time the form is presented. If the form is received by fax or mail, you will be contacted and the fee will be requested. For convenience these fees can be paid online through our patient portal. The forms will not be completed until the fee has been received.

We appreciate your understanding of these charges.