



GEORGIA NEUROLOGY & SLEEP MEDICINE ASSOCIATES

David R. Lesch, M.D.

*DIPLOMATE, AMERICAN BOARD
of PSYCHIATRY and NEUROLOGY*

*DIPLOMATE, AMERICAN BOARD
of SLEEP MEDICINE*

FORMS, LETTERS OF MEDICAL NECESSITY AND MEDICATION POLICIES

Due to the number of requests to complete medical forms, supply letters of medical necessity, complete short and long term disability forms, verification or status of provider care, and medication pre-certifications, Georgia Neurology and Sleep Medicine Associates has implemented the following policies:

- Paperwork is addressed on a first come first serve basis, unless it is an emergency situation.
- Fees may range from \$25.00 to \$50.00 based on the complexity or length of time it takes to prepare.
- The **patient** will be responsible for fees. Fees are due **prior** to the release of requested documents. You will be notified upon completion of forms or letters.
- The patient may be required to schedule an appointment, prior to completing paperwork, to assess health status.
- A one to two week period of time must be allowed to review chart, determine health status and complete forms or dictate letters.
- Additionally, you must allow 24 (twenty four) hours for medication refills to be called into your pharmacy, so plan accordingly.
- Citizenship forms are to be completed by your family care physician. In particular, immigration waiver forms documenting "language/learning" problems **will not** be completed.

Thank you for your cooperation as we will strive to expedite patient services.

Patient Signature

Patient Printed Name

Date