



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 DOCUMENT POLICIES AND FEES

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 and fees:

- Paperwork is addressed on a first come first serve basis, unless it is an emergency situation.
- 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 fees will not be billed to your insurance company.
- The patient may be required to schedule an appointment, prior to completing paperwork, to assess health status.
- A period of 10 days to two weeks must be allowed to review chart, determine health status and complete forms or dictate letters.
- Citizenship forms are to be completed by your family care physician. In particular, immigration waiver forms documenting "language/learning" problems **will not** be completed.
- Disability Forms- \$75.00 or \$25.00 per page (whichever is greater)
- FMLA (Family Medical Leave Act) - \$75.00 or \$25.00 per page (whichever is greater)
- Handicapped Parking Forms - \$25.00
- Jury Duty Forms- \$25.00
- Other miscellaneous forms or letters - \$50.00 per page

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

Patient Signature

Patient Printed Name

Date