

## **POLICY REGARDING PATIENT FORMS & ENDORSEMENTS**

### **PURPOSE**

In an effort to alleviate the overhead burden and volume of the increasing amounts of patient requested healthcare information that enters our office, Palouse Medical has been forced to charge for the completion of forms which are not directly associated with the medical care provided to our patients.

### **POLICY**

This policy pertains to external documents that require a healthcare provider to authenticate patient health, provide their signature to verify information found within the document, or to approve/provide medical clearance for an external organization. Effective **AUGUST 1ST, 2014**, Palouse Medical will categorize all external documents that require the attention of a healthcare provider as either a "FORM" or an "ENDORSEMENT" and will charge for the completion of forms.

Forms will be assessed a fee that will be collected before the provider completes the document. This fee will be charged at a rate of \$25 for up to 2 pages and an additional \$15 for each additional page. Forms will be filled out within 5 business days of payment.

FORMS can be defined as an externally produced document that:

- Requires MORE than 5 minutes of provider time
- Requires chart review
- Benefits the patient financially

Endorsements will not be assessed a fee as long as the patient has had an appointment within the last 2 weeks pertaining to the topic of the endorsement and has had a physical within the last 12 months. If a chart has to be reviewed or an appointment is needed, the patient will be notified before the document can be completed.

ENDORSEMENTS can be defined as an externally produced document that:

- ONLY require a provider's signature
- Do NOT require chart review
- Stem from a recent physician order or provides clarification discussed during a recent exam

## **EXAMPLES**

### **FORM EXAMPLES:**

- FMLA Paperwork
- Life Insurance
- Work Restriction Documentation (Non-L&I)
- Academic Medical Withdrawal Letters/Documentation
- Long-Term Care Benefits
- Child Care/Day Care Forms
- Flex Spending Letters Of Medical Necessity
- Sperm Donation/Egg Harvesting/Surrogacy Paperwork
- Adoption/Foster Care
- Justification Letters For Personal Reimbursement
- Participation Social Service Programs
- Subsidized Housing Applications
- Disability Documents
  - Applying/Renewing Benefits
  - Parking Permits

### **ENDORSEMENT EXAMPLES:**

- Medical Permissions/Clearance for participation in...
  - Physical Fitness Classes
  - Extreme Sports
  - Advanced Studies
  - Acceptance In Educational Institutions
  - Scout Camp
  - Travel
  - Research Experiments/Studies
  - Return To Work/School Forms
- Medication/DME Permission To...
  - Carry on person or in prohibited areas
  - Have on airplane
  - Have in public schools (for minors)

**All forms and endorsements MUST be submitted with the patient portion of the document fully completed.**

*Palouse Medical reserves the right to request an appointment in lieu or in addition to completing an external document.*