

Tiffany Griffiths, Psy.D. & Associates, Inc.

FORM COMPLETION POLICY

Tiffany Griffiths, Psy.D. & Associates requires payment for the completion of forms the client asks us to complete on their behalf. We receive many requests, which require increased administrative time and financial resources in excess of what is normally needed to complete the medical record.

Instructions:

- Submit the form completion request well in advance of when they are needed. We will attempt to complete the forms as quickly as possible, however, in order to properly address them we need adequate time to review the patient's records.
- Client must complete all of their information on the form prior to giving the forms to us.
- Provide a stamped, addressed envelope to expedite mailing of completed forms.

The clinician(s) responsible for your care will make the decision as to whether or not it is clinically indicated for them to complete the form(s). Doing so may affect the therapeutic relationship and, as a result, your treatment. If this is found to be the case, we will not ethically be able to complete the forms.

If completing the forms is not contraindicated, we will make every effort to complete these forms within 7-10 business days; however, we cannot make any assurance of completion with the client's time frame(s). Payment is required prior to completion of all forms.

The following forms will be assessed a \$15 fee for completion:

- FMLA
- Workers Compensation
- Disability
- Letter of Condition
- Misc. Patient requests

By signing below, I attest that I have read and understood the above consent.

Printed Name of Patient (and Patient's Representative if patient is a minor)

Signature of Patient (and Patient's Representative if patient is a minor)

Date