



Forms Completion Policy

To help us serve you better, please be sure to bring all forms requiring completion to your PSV appointment, as we are happy to assist in processing **during your visit**.

Kindly note that should you opt to submit forms separately **outside of your appointment**, a nominal fee will be incurred for PSV's completion services, including those for schools, camp enrollment, the Family Medical Leave Act (FMLA) claims, long-term care, disability claims, and others.

PSV's office policy outlines the charges for form completion outside of your appointment as follows:

- FMLA forms, disability packets (excluding applications for disability tags), and personalized letters for IEP and 504 plans are billed at **\$50 per form**.
- All other forms (including applications for disability tags) incur a fee of **\$25 per form**.

The standard processing time for form completion is 5-7 business days. Upon request, we will make efforts to expedite the process within 2 business days, though expedited requests will carry an additional 50% cost.

In accordance with state regulations, this fee does not apply to Medicaid patients.

