



2121 North 1700 West—Layton, UT 84041—Phone: (801) 773-4840
5296 South Commerce Drive—Murray, UT 84107—Phone: (385) 261-2410

OUTSIDE FACILITY FORMS/LETTERS POLICY

Any and all outside facility required forms (School Medication Administration, FMLA, DMV, Functional Ability) are to be associated with an office visit and brought to an office visit in order to be completed at no extra charge.

For forms that are brought outside of a scheduled visit, the fees for completion of the forms are as follows:

- FMLA and any related disability forms - \$300 per hour (time includes rough draft and finalization).
- School Medication Administration forms - \$45 flat fee if not brought to a follow-up appointment in clinic.
- Any other outside facility forms with no appointment - \$45 flat fee to complete.

Please be aware that it may take one week, 7 full days, to complete the form(s). Each form must be completed by the patient, to the extent possible, prior to providing form(s) to our clinic. An accurate return fax number or mailing address IS REQUIRED.

If these guidelines are not followed, the form will not be completed.

Thank you for your understanding.

Patient Name (printed)

Date of Birth

Patient Signature of Agreement (if older than 18)

Date

Parent/Guardian Name (printed)

Relationship

Parent/Guardian Signature of Agreement

Date