

FORMS COMPLETION POLICY

AIBDT providers are dedicated to providing comprehensive and well-coordinated care. You may need us to fill out forms to present to third parties. These can be related to life, health, disability, accommodations, DMV issues, Family and Medical Leave Act, school medication administration (for child), or any certificates of current medical status. Completing these forms takes administrative time to complete the requested form, depending on the complexity. In order to be efficient and complete requested forms in a timely manner, we have developed this Form Completion Policy.

1. Forms will not be completed during your first appointment with this provider. Intake appointments are designed to gather information necessary to your care and treatment. This rule is necessary to ensure accuracy, protect provider liability, and maintain workflow efficiency.
2. You are required to complete all demographic information (i.e., name, birthdate, address, etc).
3. Any form related but not limited to disability, FMLA, employment or work accommodations, or service animals, which may involve extensive chart review and/or additional information/discussion, **will require an appointment.**
4. There is a flat rate fee of \$25.00 for completion of most forms. Multiple documents submitted for completion will incur a \$25.00 fee for the first form and \$10.00 fee for each additional form. The fee must be paid prior to form completion. *Insurance will not reimburse for form completion, and any forms received without payment will not be completed.* Payment can be made via your credit card on file, or you may contact psychiatry coordinator, Autumn Hays, for alternate arrangements: psychiatry@aibdt.com or 412-489-6785.
5. Please allow up to 10 business days from the time you submit your form for completion. Additional time may be needed, depending on what is required and the providers' schedule. Forms are completed in the order they are received. We will not interrupt our patient's care to fill out forms. Forms are NOT completed on a rush basis, as our workload does not allow us to do this.
6. Do not contact our office to check on the status of forms prior to 10 business days. Our staff will contact you when the forms are complete.