

## FMA Patient Forms and Records Policy

At FMA, we prioritize accuracy and sound decision-making when completing patient forms. We encourage scheduling an office visit with your provider to ensure all forms are completed correctly and in a timely manner. If forms are completed during an office visit, there is no additional charge. However, if forms are completed outside of a visit without the patient present, a **\$50 fee** will be applied.

Some of the common forms we complete include:

- FMLA paperwork
- Disability forms
- Jury duty excuses
- Handicapped parking placards
- Workplace accommodation requests
- Time-off or return-to-work/school forms

- Transportation or Metro Access documentation
- General-purpose letters

To be eligible for disability forms or FMLA paperwork, **FMA providers require patients to have been seen at least six times or have been under care for over a year, with at least one visit in the past six months.** In some cases, your provider may recommend that these forms be handled by your primary care provider or a specialist who is better equipped for disability evaluations.

Please note: **FMA providers are not trained to prepare legal disability documents.** Any information provided will be based on objective findings from physical exams, diagnostic tests, and lab results. This information may not always meet the requirements for disability claims. If disability documentation is critical to your case, consulting with your attorney about obtaining forms from a specialist familiar with these evaluations may be more beneficial.

## Requesting Medical Records

Patients may request copies of their medical records through the **patient portal** or by completing a **medical records request form**.

**FMA** charges a nominal fee for processing medical record requests as follows:

1. **Paper copies mailed** to the patient are subject to postage costs, but only if the total exceeds **\$3.00**.
2. **Encrypted email requests** are subject to a **flat fee of \$50**.
3. We will fax up to 80 pages of your records for free. Records larger than 80 pages will need to be picked up from the office or mailed. Charges apply per page for printing @\$0.75 per page.

These charges ensure the secure and efficient handling of your medical records while keeping costs reasonable for our patients.