

FMA Patient Forms and Records Policy (Updated)

At FMA, we prioritize accuracy and sound decision-making when completing patient forms. While we encourage scheduling an office visit to ensure all forms are completed correctly and in a timely manner, certain forms will now incur additional fees regardless of whether they are completed during a visit or outside of a visit. This policy reflects the significant amount of provider time required to properly fill out these forms.

Forms Subject to Additional Fees

The following forms will incur an additional fee:

- **FMLA paperwork**
- **Disability assessment forms**
- **Jury duty excuse letters**
- **Workplace accommodation requests**
- **General-purpose letters**
- **Transportation and Metro Access documentation**

Appointment Requirement

Patients may still be required to book an appointment for an evaluation before these forms can be completed. This ensures that the provider has all necessary medical information to accurately fill out the requested forms.

Fee Structure

The fees for these forms will vary based on the complexity and time required to complete them. Patients can confirm the exact fee with the office at the time of their appointment or request.

General Policy on Form Completion

- If forms are completed **during an office visit**, a fee may still apply depending on the complexity of the form.
- If forms are completed **outside of a visit**, a fee will be applied.
- To be eligible for disability forms or FMLA paperwork, FMA providers require that patients 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.

Legal Considerations

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. Fees for processing medical records remain as follows:

- **Paper copies** mailed to the patient are subject to postage costs if the total exceeds \$3.00.
- **Encrypted email requests** are subject to a flat fee of \$50.
- **Faxed records** up to 80 pages are free. Records exceeding 80 pages must be picked up from the office or mailed, with a charge of \$0.75 per page for printing.

- 📍 12800 Middlebrook Rd. Suite 400 Germantown, MD 20874
- 📍 806 West Diamond Ave Suite 110 Gaithersburg, MD 20878
- 📍 9601 Blackwell Road Suite 210 Rockville, MD 20850
- 📍 8600 Snowden River Pkwy Suite 207 Columbia, MD 21045
- 📍 14300 Gallant Fox Ln, Suite 110 Bowie, MD 20715
- 📍 9801 Georgia Ave. Suite 229 Silver Spring, MD 20902
- 📍 1415 S Mountain Rd. Suite 100 Joppa, MD 21085

