

Hanover Family Physicians

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Office Forms Policy

Our office recognizes that many times, our patients need to have their Provider fill out forms related to their medical status. While we are happy to assist you with your forms, we need your help to make the process fair and efficient to patients, staff and providers. Effective January 15th, 2007, we will observe the following forms policy.

Individual patients are responsible for supplying all necessary forms and are encouraged to bring those at the time of the visit. There will be a \$5.00 per page fee for forms brought in after the visit.

Physical exam forms (school, camp, pre-op, Boy/Girl Scouts, etc.) should be brought to the office at the time of the exam, with the patient sections already completed.

Disability and FMLA forms need to be brought to your visit, as the visit time will be used to gather the necessary information. Office visits that require us to determine disability and FMLA issues must be 30 minute in length. Due to their complexity, these forms may not be completed by the end of the visit.

Any special or complex forms must be discussed with your provider during your visit.

We require a reasonable amount of time in which to complete your forms, which in some cases may not be ready at the conclusion of your visit. In that case, you will be notified by our office when your forms have been completed.