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COMPLETION OF HEALTH FORMS POLICY

Dear Patients,

It is our goal of our physicians and staff to accommodate our patients' requests in an accurate and timely matter. Completing forms does take additional time and there is expense incurred in reviewing patient files and filling out such forms. **Effective January 1, 2016**, Allergy & Asthma Associates will adopt the following policies for completion of all patient forms. To help us better serve your needs, we request you be aware of the following policies:

- The charge for review and completion of medical forms (including school/camp/sports/after-school forms, FMLA etc.) is **\$10.00 per form**. If the form is **brought in and completed at the time of the office visit, there is no charge**. If you forget the form during your visit you have up to **3 business days** to bring in the form and we will complete the form at no charge.
- **Blank forms will not be accepted**. Any personal information must be completed prior to submission.
- **Turnaround time is within 3-5 business days**. While every effort will be made to complete forms as quickly as possible, there are certain times of year we may receive a large volume of forms. Each form needs to be carefully reviewed by a physician before it is released. Patients are strongly advised to have forms submitted as early as possible to avoid delays.
- **Fees are due at time of drop-off**. Forms will be held at the office for pick-up. There is an option to have forms emailed if desired.
- Forms are completed only for those accounts in good standing. Outstanding balances need to be paid prior to forms being filled out.
- Many forms require the information be based on a physical exam completed within 12 months of the date the form is completed. **No form will be completed for any patient who has not had a physician's visit within the past 12 months.**

Sincerely,

Allergy & Asthma Associates