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SURGERY vs. NON-SURGICAL OFFICE POLICY NOTICE

Effective March 15, 2022

Office policies regarding requests for paperwork:

- Disability Forms
- FMLA Forms
- Letter Writing
- Physician Forms

All forms must be given to the **FRONT DESK** to initiate the request. All documents will be completed with 5-7 business days and require a \$25 processing fee. FMLA forms for a family member are also subject to a separate \$25 processing fee. All forms can be sent via fax, email or hand delivered to the front desk. Please note:

- **Forms will NOT be completed on the same day they are dropped off.**
- **Forms will NOT be accepted by any staff other than the front office.**

Forms will be completed for immediate pre-op and post-op period for **SURGICAL PATIENTS ONLY.** **Injections or Rhizotomies DO NOT meet the standards for disability.** STD paperwork **WILL NOT** be completed for patients who do not undergo surgery. Patients currently having disability forms completed by a primary care doctor that come to Advanced Spine Center as a new patient must continue to have those forms completed by originating physician.

Effective March 10, 2022

Dates for surgery or procedures **WILL NOT** be scheduled until insurance approval authorization is received by our office. Tentative dates are **NOT** an option.

Effective July 22, 2019

Contractual insurance fees for surgery or procedures must be remitted prior to the scheduled hospital date. When a hospital date is confirmed please contact our office to remit payment. If payment is not received 48 hrs. prior to the scheduled hospital date the case will be rescheduled.

Please be aware with scheduling surgery or a procedure patient's will receive **(3) separate bills:**

- Physician fee for Dr. Courtney
- Anesthesia fee
- Hospital fee for Eminent Medical Center

Patient Printed Name

Signature

Date: