

Tumesh for Optimal Health
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Form Completion Policy

Thank you for choosing Tumesh for Optimal Health as your primary care provider. We are devoted to providing comprehensive and well coordinated care. You may need us to fill out forms with your health information to present to third parties. These can relate to life/health/disability insurance, camp enrollment, school participation, adoption and other placement agencies, DMV issues, prescription assistance program, Family and Medical Leave act, or any certificates of current medical status. Completing them takes administrative time to pull the necessary records, the doctor's time to review the record and then an additional five to 30 minutes to complete the requested form, depending on the complexity. In order to be efficient and complete requested forms on a timely manner, we have developed the Form Completion Policy.

1. Registration

Any form to be completed at our office needs to be registered upon submission to us. Failing to register the form will delay its completion.

2. Time for Form Completion

Expected time frame for form completion is 48 to 72 working hours from the time of registration. Extra **\$35.00** is applied for the rush/urgent completion of the forms.

3. Form Completion Fee

There is a flat rate fee at **\$10.00 per page** for completion of any form. It should be paid at the time of registration. We accept cash, check or credit cards.

Our practice is committed to providing high quality care to our patients. Our fees are representative of the usual and customary charges for our area.

Thank you for understanding our Form Completion Policy. Let us know if you have any questions or concerns.

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