

Sussex NP, LLC
21209 Shell Station Rd
Frankford, DE 19945
Phone: 302-321-5611

Patient Name: _____
Date of Birth: _____

At Sussex NP, LLC, we strive to provide timely and thorough care for all of our patients. Completion of medical forms outside of a scheduled office visit requires dedicated provider time to review your medical record and accurately complete documentation.

Please review our forms fee policy below:

- A **\$20.00** fee will be charged for any form that must be completed outside of a scheduled medical appointment.
- Standard processing time is **72 business hours (3 business days)**.
- If a completed form is requested within 24 hours, an additional \$10.00 expedited processing fee will apply (total \$30.00).
- Payment must be made prior to release of completed forms.
- Forms may include, but are not limited to, FMLA paperwork, disability forms, school or sports physical forms (if not completed during a visit), employment forms, prior authorization support documents, and other third-party paperwork.

By signing below, you acknowledge that you understand and agree to this policy. You understand that these fees are not typically covered by insurance and are your financial responsibility.

If you have any questions regarding this policy, please contact our office.

Patient Signature: _____

Printed Name: _____

Date: _____