



INSTRUCTIONS for the HOUSEHOLD SERVICES FORMS

Household Services may be performed by family, friends, or professionals. The following instructions will assist you in documenting your Household Services:

Your treating physician will need to Release you from performing specific tasks by completing and signing the **WORK AND HOUSEHOLD SERVICES RELEASE** form indicating what activities you must be released from doing. Please ask the doctor to be specific on the Release form. The purpose of the Release is to provide guidelines beneficial for your recovery. The Release form indicates a specific time frame and typically extends until your next doctor appointment at which time, you may again be Release if necessary.

The STATEMENT OF SERVICES forms we have provided need to have a column filled out for each day. Every form submitted for payment must be an original, so please. If you do not have enough **STATEMENT OF SERVICES** forms, you may copy the blank forms. Please indicate the applicable amount of time for each service and total them for each day at the bottom. A maximum of six hours is allowed per day. We suggest entering 1/2 hour to whatever you deem an honest, reasonable amount of time for each service. Be sure to claim only the types of activities that have been specified on the Release from you physician. The household services may be performed and signed by any person rendering assistance on your behalf. Be sure to include their social security number. If more than one person renders assistance, please include each signature and SS#. Fill out the forms for every day that you have been Released by your physician.

Insurance companies generally consider these forms for payment at the end of the month. Therefore, please fill out and send forms for a full month at a time. Forms not submitted by the first of the month, may not be considered for payment until the following month.

We suggest forwarding your completed forms to our office for copying and review. We will then submit them to your PIP adjuster for payment consideration. Each time you return to your physician and are further Released, be sure to include a copy of the updated **WORK AND HOUSEHOLD SERVICES RELEASE** form signed by your physician.

Please call our office, (801) 534-1100, if you have any questions or need clarification regarding any of the above instructions.

