



MENTAL WELLNESS

FOR THE HUMAN EXPERIENCE, LLC

FORMS, DISABILITY, ACCOMMODATIONS & LEGAL SERVICES POLICY

Effective October 5, 2026

KEY PATIENT REQUIREMENTS

DISABILITY PAPERWORK: Minimum 8 completed clinical visits before consideration

DOCUMENTATION REQUESTS: Minimum 72 hours' advance notice

DISABILITY FORMS: Must be reviewed with the patient during a scheduled visit

LEGAL SERVICES: Separate private-pay fee schedule applies

Psychiatric evaluation and medication management

Purpose and Scope

Mental Wellness for the Human Experience, LLC (MWHE) provides psychiatric evaluation and medication-management services for treatment purposes. Patients may occasionally request completion of disability forms, leave paperwork, accommodation letters, employment or school documentation, or participation in legal proceedings. Completion of forms, letters, certifications, or other documentation requires sufficient clinical knowledge of the patient and must be supported by the patient's medical record and the provider's professional judgment.

Treatment at MWHE does not guarantee that the provider will complete, sign, or support any particular documentation request.

AT-A-GLANCE

8 VISITS - required before disability paperwork will be considered

72 HOURS - minimum advance notice for forms and letters

IN-VISIT COMPLETION - disability paperwork is completed with the patient during an appointment

1. General Documentation Policy

Patients should discuss anticipated paperwork or documentation needs with the provider before the documentation is due. Forms should not be submitted with an expectation of immediate or same-day completion.

Unless otherwise specified in this policy, MWHE requires a minimum of 72 hours' advance notice for forms, letters, and other documentation requests. The 72-hour period is a minimum processing period and is not a guarantee of completion within exactly 72 hours.

Additional time may be required when an appointment is necessary; the request requires record review; additional information or outside records are needed; the documentation is extensive or complex; or the provider must determine whether the requested statement can be clinically supported.

Patients are responsible for providing complete forms, instructions, deadlines, job descriptions or essential job duties when applicable, and other information needed to evaluate the request. MWHE will not backdate documentation, alter the medical record, or certify information that cannot be supported by the clinical record.

2. Disability Forms and Disability-Related Documentation

MINIMUM 8 COMPLETED VISITS

Disability certification or disability-related paperwork will be considered only after the patient has completed at least eight (8) clinical visits with this provider.

Eight visits establish eligibility for consideration - they do not guarantee certification or completion.

The eight completed visits are intended to provide adequate opportunity to evaluate diagnosis and symptoms, treatment history, response to treatment, longitudinal clinical course, functional impairment and limitations, and the patient's ability to perform relevant occupational, educational, or daily activities.

The provider must independently determine whether the requested statements are clinically appropriate and supported by the medical record. The provider will not certify limitations, restrictions, diagnoses, dates, severity, inability to work, or other information that cannot reasonably be substantiated.

3. Disability Paperwork Requires an Appointment

Disability paperwork will not be completed solely through telephone calls, portal messages, emails, or forms dropped off at the office. The patient must schedule and attend an appointment specifically to review and complete the requested disability documentation with the provider.

The patient is expected to participate in completion of the paperwork and provide information regarding current symptoms, functional limitations, occupational or academic responsibilities, essential job duties when applicable, requested restrictions, relevant dates, treatment history, and other information required by the form.

Forms should be submitted to MWHE at least 72 hours before the scheduled paperwork appointment whenever possible so the provider can review the documentation in advance. Submission of paperwork does not guarantee completion.

4. FMLA, Connecticut Paid Leave and Other Leave Requests

Requests involving FMLA, Connecticut Paid Leave, employer medical leave, return-to-work documentation, intermittent leave, or similar programs will be evaluated based upon the patient's documented psychiatric condition and functional limitations.

The provider will certify only information that can reasonably be supported by the treatment relationship and clinical record. When a request requires a determination of significant or prolonged inability to work, additional evaluation, records, consultation, or assessment may be required.

MWHE does not determine whether a patient ultimately qualifies for benefits. Eligibility and approval are determined by the applicable employer, insurer, governmental agency, plan administrator, or other responsible entity.

5. Accommodation Letters

Requests for workplace, school, testing, housing, or other accommodations must be discussed with the provider before the documentation is needed. Patients should not assume that an accommodation will be recommended simply because a letter has been requested.

Whether the provider will write or sign an accommodation letter is determined at the sole clinical discretion of the provider, based upon professional judgment and available clinical information.

- The patient's documented diagnosis, symptoms, and functional limitations.
- The relationship between the condition and the requested accommodation.
- Whether the requested accommodation is clinically appropriate.
- Whether sufficient information exists to support the request.
- Whether the requested opinion falls within the provider's professional role and scope.

The provider may decline a request when the accommodation is not clinically supported, insufficient information is available, the requested language cannot be substantiated, the request falls outside the provider's role or scope, or another clinician or evaluator would be more appropriate.

72-HOUR MINIMUM

Accommodation letters and other documentation requests must be provided at least 72 hours before anticipated completion.

The 72-hour period is a minimum processing period and does not guarantee completion within exactly 72 hours.

6. Provider's Professional and Clinical Discretion

The provider's signature represents a professional clinical opinion. MWHE therefore reserves the right to decline to complete or sign documentation when there is insufficient clinical information; the requested statement conflicts with the medical record; the restriction or accommodation is not clinically supported; the request requires an opinion outside the provider's scope or treatment relationship; an independent or specialized evaluation would be more appropriate; or the requested statement cannot be professionally substantiated.

A patient's disagreement with the provider's clinical determination does not require the provider to alter the medical record or provide a requested certification.

7. Legal Proceedings and Court Involvement

MWHE provides psychiatric services for treatment purposes and not for forensic purposes. The provider does not routinely serve as an expert witness, forensic psychiatric evaluator, custody evaluator, independent medical examiner, or competency evaluator.

Legal proceedings require professional time outside routine patient care and may require clinical appointments to be canceled or rescheduled. Legal services are separate from routine psychiatric treatment and are subject to the fee schedule below.

8. Legal Services Fee Schedule

Service	Rate	Billing / Minimum
Attorney conferences / legal consultations	\$300/hour	15-minute increments
Records and document review	\$300/hour	15-minute increments
Preparation for testimony	\$300/hour	15-minute increments
Depositions	\$350/hour	2-hour minimum (\$700)
Court / administrative hearing / arbitration - Half day	\$1,200	Up to 4 hours reserved
Court / administrative hearing / arbitration - Full day	\$2,400	More than 4 hours or full clinical day blocked
Professional travel time	\$300/hour	Plus reasonable travel expenses, when applicable

LEGAL FEES ARE SEPARATE FROM ROUTINE TREATMENT

Appearance fees apply whether participation is in person or remote/virtual.

Waiting time associated with a proceeding is considered reserved professional time.

Additional preparation, extensive record review, attorney consultation, or travel may be billed separately.

9. Travel for Legal Proceedings

When an in-person appearance requires travel, professional travel time is billed at \$300 per hour. Reasonable mileage, parking, tolls, transportation, lodging, and other necessary travel expenses may also be charged when applicable.

10. Treating Provider vs. Expert Witness

The MWHE provider's primary role is that of a treating psychiatric provider. Establishing treatment with MWHE does not create an agreement for the provider to serve as an expert witness; perform a forensic psychiatric, custody, parenting, competency, or independent medical evaluation; determine whether a crime or legal violation occurred; provide opinions outside the scope of the treatment relationship; or advocate for a particular legal outcome.

If testimony is provided, the provider will testify truthfully regarding matters within the provider's knowledge, treatment relationship, medical record, and professional scope. Requests for opinions outside the treatment relationship may be declined.

11. Advance Notice for Legal Proceedings

Whenever reasonably possible, MWHE requires at least fourteen (14) calendar days' advance notice for depositions, hearings, court appearances, or other legal proceedings requiring reserved clinical time. Availability cannot be guaranteed simply because a particular date has been requested.

12. Retainers and Advance Payment

For voluntarily scheduled legal services, depositions, testimony, or appearances, the applicable minimum fee must be paid in advance before professional time is reserved, unless prohibited by law or otherwise governed by an applicable legal requirement.

Reserved Service	Minimum Retainer
Deposition	\$700
Half-day appearance	\$1,200
Full-day appearance	\$2,400

Additional professional time or expenses exceeding the retainer will be invoiced following the proceeding. Payment compensates MWHE for professional time and does not purchase or influence the substance of the provider's testimony or professional opinion.

13. Legal Appearance Cancellations

Because legal proceedings require clinical time to be blocked in advance, the following cancellation policy applies to voluntarily scheduled legal services:

- More than 7 calendar days' notice: The unused portion of the retainer may be refunded or transferred to a rescheduled date, less charges for professional services already performed.
- 72 hours to 7 calendar days' notice: 50% of the reserved appearance fee is nonrefundable.
- Less than 72 hours' notice: 100% of the reserved appearance fee is nonrefundable.
- Records review, preparation, consultation, correspondence, or other professional work already performed remains billable regardless of cancellation.

14. Insurance and Responsibility for Legal Fees

Court appearances, depositions, attorney conferences, testimony, legal preparation, travel, and similar legal services are generally outside routine clinical treatment and are not billed to the patient's health insurance. The requesting or otherwise responsible party is responsible for payment unless applicable law, contractual obligation, or written agreement requires otherwise.

15. Confidentiality and Legal Proceedings

Participation in litigation may affect the confidentiality of psychiatric information. MWHE will disclose protected health information only when appropriately authorized or legally required. Patients involved in litigation are encouraged to discuss psychiatric confidentiality, privilege, discovery, and potential disclosure of treatment records with their attorney.

16. No Guarantee Regarding Testimony or Documentation

Payment of a documentation or legal-services fee does not guarantee completion of a requested form, certification of disability, recommendation of an accommodation, approval of leave or benefits, a particular professional opinion, testimony favorable to the patient or requesting party, or any particular legal, employment, educational, insurance, or administrative outcome.

The provider will provide only information and opinions believed to be accurate, clinically appropriate, and professionally supportable.

PATIENT ACKNOWLEDGMENT

PLEASE REVIEW BEFORE SIGNING

8 completed visits are required before disability paperwork will be considered.
Forms and accommodation requests require at least 72 hours' advance notice.
Disability paperwork must be completed with the patient during a scheduled visit.
Legal services are billed separately according to the fee schedule in this policy.

I acknowledge that I have received and reviewed the Mental Wellness for the Human Experience, LLC Forms, Disability, Accommodations & Legal Services Policy.

I understand that completing eight visits does not guarantee disability certification; accommodation letters are subject to the provider's independent clinical judgment; documentation requests require adequate advance notice; legal services may result in charges separate from routine psychiatric treatment; and the provider will not make or sign statements believed to be unsupported, inaccurate, or outside the scope of the treatment relationship.

Patient Name

Date of Birth

Patient Signature

Date

Parent/Legal Guardian Name (if applicable)

Parent/Legal Guardian Signature

Date

Provider Signature

Date

Printed Provider Name

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