



PAPERWORK POLICY

EFFECTIVE FEBRUARY 2018, TRINITY WELLNESS CENTER AS A WHOLE HAS STARTED INITIATING OUR PAPERWORK POLICY. IN THE EVENT THAT A PATIENT SHOULD NEED PAPERWORK TO BE FILLED OUT BY THEIR PROVIDER, YOU MUST DROP OFF YOUR PAPERWORK WITH THE FRONT DESK STAFF. IT WILL BE GIVEN TO YOUR PROVIDER, ALLOWING FOR UP TO 72 HOURS FOR REVIEW AND COMPLETION, SHOULD THE PROVIDER CHOOSE TO FILL IT OUT. YOU WILL BE ALERTED WHEN YOUR PAPERWORK IS READY TO BE PICKED UP. IF IN THE EVENT YOUR PROVIDER IS UNABLE TO FILL OUT YOUR PAPERWORK, THE ASSISTANT OF SAID PROVIDER WILL GIVE YOU A CALL TO LET YOU KNOW.

OUR PRACTICE DOES NOT DO DISABILITY PAPERWORK

PAPERWORK PROCESSING FEE

INDIVIDUAL PROVIDERS SET THEIR OWN PAPERWORK FEES. THESE FEES ARE BASED ON THE COMPLEXITY OF THE PAPERWORK AND THE TIMEFRAME THEY ARE GIVEN FOR COMPLETION. PROVIDERS MAY ALSO REQUIRE AN APPOINTMENT BE SCHEDULED TO FULLY COMPLETE THE PAPERWORK AFTER REVIEWING IT. PROVIDERS HAVE THE RIGHT TO DECLINE PAPERWORK REQUESTS THAT THEY ARE UNABLE TO COMPLETE.

PATIENT NAME: _____

DATE OF BIRTH: _____

TO BE FILLED OUT BY TRINITY STAFF

PAPERWORK FEE TO BE CHARGED?: YES NO

TYPE OF PAPERWORK: _____

PROVIDER(S) TO BE GIVEN TO: _____

DATE PAPERWORK WAS DROPPED OFF: _____