

Third Party Form Completion Policy

Dear Valued Client,

Rosalind Franklin University Health Clinic is committed to delivering the highest quality care. To support our patients, we offer completion of certain administrative forms not directly related to billing for medical services. This includes forms such as Family and Medical Leave Act (FMLA), Short-Term Disability, and other third-party forms requested by patients. Form completion is provided at the discretion of the treating provider and carries a \$50 per form processing fee (e.g., Disability, FMLA, etc.).

Please allow 7–14 days for form completion. For compliance and accuracy, please ensure the patient information section is completed and signed by the patient or the patient's legal guardian before submission. Leave all sections designated for completion by authorized healthcare personnel blank. Inaccurate or incomplete forms may cause delays.

After the provider completes the requested form(s), a clinic staff member will contact you to coordinate invoice/payment processing and arrange prompt delivery or pickup of the forms.

If you have questions, please contact our office at (847) 473-4357.