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Document Completion Request Information

Our office receives frequent requests for completion of documents, including **FMLA, Cancer policies, and disability forms**. In order to standardize this process, we've implemented the following guidelines.

1. A non-refundable fee of \$50 **PER DOCUMENT** must be received before any document request can be placed on our schedule.
2. Once the fee has been recorded and the form received, completion takes approximately 2 weeks.
3. ALL patient portions of the forms must be FULLY completed when they are presented to our office.
4. ONLY forms from companies that accept our internal computer statements and copies of pathology from our laboratory will be placed on our schedule. **WE DO NOT PROVIDE BY-HAND, LINE-BY-LINE COMPLETION OF DOCUMENTS.**
5. Companies often require "recertification, updates or revisions" to submitted forms. An additional \$50 fee will be due for each such request.
6. Our clerical staff is responsible for all document completion. Dr. Brey will refer all questions to them regarding documents and fees.

Thank you.