



**JORDAN-YOUNG INSTITUTE**  
 ORTHOPEDIC SURGERY & SPORTS MEDICINE

**POLICY FOR FORMS COMPLETION AND DUPLICATION**

**Disability and FMLA Forms:**

Please allow at least 2 weeks for the completion of these forms.

The following pre-paid charges will apply:

First Form, one page	\$20.00
First Form, multi page	\$35.00
Subsequent Forms, one page (monthly or recurring)	\$10.00
Subsequent Forms, multi page (monthly or recurring)	\$15.00

**Medical Record Copies:**

You must sign a *Medical Records Release Form* before this information can be released to any authorized agent acting on your behalf.

Please allow 1 week for these records to be released.

The following pre-paid charges will apply:

Base charge (chart retrieval, copying, postage and labor) <i>Not charged on first-time patient requests or requests from another treating physician</i>	\$10.00
Pages 1 thru 50	\$ .50 per page
Pages 51 and over	\$ .25 per page

**X-Ray Film Copies:**

Please allow 1 week for the release of these films.

The following prepaid charges will apply:

Charge per film sheet	\$5.00 per film
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I have read the above stated policy of Jordan-Young Institute and understand it applies to all forms, medical records and film copies for all patients.

\_\_\_\_\_  
Signature of patient

\_\_\_\_\_  
Date