



cornerstone

HEALTH

LETTERS, AND FORMS/ENDORSEMENTS POLICY

PURPOSE

In an effort to alleviate the overhead burden and volume of patient requested healthcare information that enters our office, Cornerstone Health has established the following process for handling requests to complete and endorse forms or draft letters that are not *directly* related to patient care.

POLICY

This policy pertains to external documents that require a healthcare provider to authenticate patient health, provide their signature to verify information found within the document, or to approve/provide medical clearance for an external organization.

Cornerstone Health will categorize all external documents that require the attention of a healthcare provider as either a "FORM" or a "LETTER." These documents will be completed at no charge within 7 business days of notice. Should an expedited process be required, this will be subject to a rush charge of \$30 per form– a fee which is not covered under the terms of membership.

There are specific exceptions to these documents that Dr. Britt will not complete for the purpose of maintaining professional credibility and protecting Cornerstone Health against undue liability.

DEFINITIONS

FORMS and ENDORSEMENTS can be defined as externally produced documents that require chart review to complete accurately, and require physician signature for certification.

EXAMPLES:

- FMLA Paperwork
- Life Insurance
- Disability Documents
- Handicap Parking Permits
- Long-Term Care Benefits
- Child Care/Day Care Forms
- Adoption/Foster Care Paperwork

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LETTERS will be defined as internally produced documents authored and signed by Dr. Britt that require chart review to complete accurately and imply physician agreement with the recommendations contained therein

EXAMPLES:

- Academic Medical Withdrawal Letters
- Justification Letters For Personal Reimbursement
- Letters Of Medical Necessity for Durable Medical Equipment
- Recommendations for Acceptance into Educational Institutions or Training Programs
- Letters of Medical Necessity for Service Animals limited to the following conditions:
vision impairment, seizure disorders, and diabetes

EXCLUSIONS

Due to the high likelihood of compromising professional credibility and subjecting Cornerstone Health to undue liability, we will not complete or endorse any of the following forms or author any of the following letters:

- Indefinite Absence from Work
- Letter of Medical Necessity for Emotional Support Animals
- Medical Marijuana Justification Forms or Letters
- Legal Documentation WITHOUT compulsion of subpoena

Any questions or concerns regarding this policy should be directed to contact@cornerstonehealthsav.com.

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