

### Timely Completion of Medical Forms

The physicians at HealthLink Family Practice comply with CPSO's policy outlining the timely completion of all medical forms. A physician has up to 45 days to complete a third-party medical form, or up to 60 days to complete the form if a medical exam is required to facilitate the completion of the requested form.

That said, the patient must provide the physician with a required medical form as soon as possible upon receipt from the third-party. When the form is given to the physician, the patient is required to clearly communicate any time constraints or due dates imposed by the third-party.

It is the patient's responsibility to ensure that all patient portions of the form have been signed and completed in full and that an appointment has been booked with their physician if an assessment is required for the physician to complete the form.

The physician will take the type of form and its urgency into consideration when completing the requested form, and the physician will contact the patient or the third-party if the due date is not reasonable. In certain circumstances, the physician may require additional time and will advise the patient or the third-party of the new anticipated timeline for completion of requested forms.

Please note that most medical forms are not covered by OHIP. The patient should expect to pay a fee to their physician for the completion of the requested form. A detailed list of uninsured services and the fees associated with individual medical forms is posted in each exam room.