NORTHEAST TEXAS NEUROLOGY ASSOCIATES

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Patient Forms and Letters Policy

When a patient has a letter or form that needs to be filled out, our preference is for you to have an appointment so that we can do the paperwork completely and accurately. However, due to scheduling and deadlines for paperwork, we may not be able to meet with you.

The three options for completing paperwork are:

1. An appointment (in-person or telemedicine) with no additional charge other than the standard charge for an office visit.

2. Paperwork completed without an appointment within 10 business days of receiving the paperwork. There is a charge of $30 per form or letter for this option.

3. Paperwork completed without an appointment within 2 business days of receiving the paperwork. There is a charge of $60 per form or letter for this option.

If a letter or form is revised, there will be an additional $30 fee for each revision.

Paperwork will be released within the time period stated above after payment is received.