



Spruce Medical Centre
102-4630 Lazelle Ave
Terrace, BC
V8G 1S6

Ph: 778-634-2525 Fax:778-634-2521

Form Completion Policy

So you have dropped off a form for completion at our office, what's next?

To help us serve your needs, please be aware of the following:

1) Form Completion Requirements:

- Submit the form completion request well in advance of when they are needed.
- Ensure that you as the patient have completed all of your information on the form prior to giving the form to us, this includes names, dates (if applicable and signed consent. **Failing to do so will result in form not being completed.**
- Provide a stamped, addressed envelope to expedite mailing of forms or provide a direct fax number to ensure documents may be sent out in a timely matter
- Any form that may involve extensive chart review and/or examination, may require an appointment.

2) Form Completion Fee:

Spruce Medical has a standard fee of \$48.25 for single page.

The following forms will be assessing a fee for completion:

- Family and Medical Leave Forms
- Disability
- DMV
- Fitness for Employment/Work

Our office follows the Doctors of BC guideline for Uninsured services and a complete list of fees can be found at https://www.doctorsofbc.ca/sites/default/files/uninsured_services1apr2020_327874.pdf.

Fees should be paid at the time you pick up your form. We accept cash, cheque, money order and debit.

3) Time for form completion:

Please allow up to 30 business days from the date of submission of your form for completion. Additional time may be needed, depending on the request and the provider's schedule. Our office will contact you when the forms are ready for pick up. We ask that refrain from calling us until the 30 business days have passed.

Our office is committed to providing high quality of care to our patients. Thank you for understanding our Form Completion Policy. Let us know if you have any questions or concerns.