

**MELVIN H. NUTIG, MD**

150 N. ROBERTSON BLVD, SUITE 250, BEVERLY HILLS, CA 90211  
P: (310) 659-2910 F: (310) 652-2568

**Office Policy  
Disability Form Processing**

DUE TO THE VERY HIGH VOLUME OF PATIENTS WHO REQUIRE DISABILITY PAPERWORK TO BE COMPLETED AND SIGNED BY THE DOCTOR, WE HAVE ADOPTED THE FOLLOWING GUIDELINES TO ASSIST IN RAPID PROCESSING OF THOSE IMPORTANT & VERY NECESSARY FORMS.

Please note that ANY paperwork processed by this office will take 5 business days (from the date received) to complete and mail. If you would like us to fax it to your Employer/Insurance Company/Outside Agency, please provide their fax number.

NO paperwork will be complete if you as the patient have not completed and signed your portion of the paperwork. NO EXCEPTIONS! This will not apply if the paperwork does not require your signature.

A copy of your paperwork will be placed in your chart after the doctor signs it and will remain a part of your permanent record. This applies to ALL forms.

When we send the original document out to the employer/insurance company/other agency, a copy will be sent to you at your home. If another facility or office requires a copy of this, it is your responsibility to forward it to that party.

ALL Private Insurance Disability forms, Life Insurance forms, and Worker's Compensation forms will require a \$25.00 - \$50.00 fee due at the time forms are submitted to our office. The fee is determined based upon the length of the forms. You will be notified of the exact fee when you present the forms to us for completion.

**Paperwork will not be processed without payment in advance.** We accept cash, checks, and credit cards. Please make checks payable to Beverly Hills Orthopedic Group.

We appreciate your assistance in completing your portion of the forms. We feel that this will allow us to better serve you, the patient. If you have any questions or concerns please feel free to contact our office.

Thank you.