



Administrative Form Completion

Alamo Diabetes and Endocrinology may charge a fee of \$25 for the completion of certain administrative forms requested by the patient or on the patient's behalf. This fee is intended to cover the time and resources required to accurately complete the requested paperwork. These forms may include, but are not limited to, medical record release forms, disability forms, insurance-related forms, and other similar paperwork.

The administrative form completion fee of \$25 is payable at the time the form is submitted to Alamo Diabetes and Endocrinology. As the forms can take additional time to complete, we ask that any requests are made two weeks prior to when the form is due.

While Alamo Diabetes and Endocrinology will make every effort to complete the administrative forms accurately and promptly, there is no guarantee that the completion of the forms will lead to a desired outcome, approval, or specific result.

Patient Name or Parent/Legal Guardian

Patient Name or Parent/Legal Guardian Signature

Date