



150 W. Peachtree Avenue • Foley, Alabama 36535
Telephone (251) 291-2311 • Facsimile (888) 894-5212 • www.coastal-spine.com

Schedule of Fees for Forms, Letters, and Administrative Documents

EFFECTIVE AUGUST 1, 2026

Why These Services Carry a Fee

Disability paperwork, leave certifications, insurance questionnaires, and similar documents are not simply signatures. Completing one accurately requires your physician or nurse practitioner to review your medical record in full, evaluate your functional limitations, and prepare a written statement that will be relied upon by an employer, an insurer, or a government agency. That work is performed outside of your appointment, on the practice's own time.

No health plan pays for it. Form completion is an administrative service that Medicare, Medicare Advantage, TRICARE, and every commercial insurance carrier exclude from coverage. The fees set out below allow us to complete these documents carefully and return them to you promptly rather than treating them as an afterthought.

Routine items connected to your ongoing care are not charged for at all. Those are listed first.

Provided at No Charge

- A work or school excuse covering a date you were seen in our office
- A referral letter to another physician
- Prescriptions and refill authorizations
- Prior authorization requests for testing, medication, or procedures we ordered
- Records sent directly to another treating provider for your continuing care



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Fee Schedule

The categories below are illustrative rather than exhaustive. A document not specifically named is assigned to the category it most closely resembles in length and in the depth of record review required. If you are uncertain which fee applies, ask at the front desk before you submit the form and we will tell you in advance.

CATEGORY	REPRESENTATIVE DOCUMENTS	FEE
Tier One	— Disabled parking placard application — Clearance for exercise, sports, or physical activity — Jury duty excuse or deferral request — Camp, travel, gym, or similar single-page certification	\$25
Tier Two	— Family and Medical Leave Act certification (Department of Labor Forms WH-380-E and WH-380-F) — Short-term disability claim forms, initial submission — Employer work-restriction, light-duty, and return-to-work forms — Letter of medical necessity for bracing, equipment, or treatment	\$75
Tier Three	— Long-term disability attending physician statement — Recertification or update of a form previously completed — Insurer or employer questionnaires longer than two pages — Accessible housing, utility, or public benefit certifications	\$100
Tier Four	— Social Security Disability medical source statement — Residual functional capacity questionnaire — Written narrative report requested by an attorney or claims representative	\$200
Tier Five	— Department of Veterans Affairs nexus letter — Written medical opinion on the relationship between a current condition and military service	\$250
Tier Six	— Independent medical examination — Deposition, hearing, or trial testimony — Comprehensive impairment rating report	Quoted <i>in advance</i>

Payment, Turnaround, and Related Terms

1. Payment is due in advance. Work on the document begins once the fee has been paid.
2. Standard turnaround is five to seven business days from the date we receive both the complete form and the payment. Forms submitted without the patient's portion completed cannot be started.
3. Expedited completion within two business days is available for an additional fifty dollars, subject to provider availability.



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4. Where two or more documents are submitted together for the same purpose, the highest applicable fee is charged for the first document and one-half of that fee for each additional document.
 5. If, after reviewing your record, the provider determines that he or she cannot truthfully complete the form as written, the fee is refunded in full.
 6. A form returned to us because of an error on our part is corrected at no additional charge.
 7. Fees may be paid by cash, check, or credit card at the front desk, or by credit card over the telephone.

Requests for Copies of Your Medical Records

Requests for copies of your own medical records are handled separately and are not governed by this schedule. Federal law limits what a practice may charge a patient for access to his or her own records, and we apply those limits. Contact the office for the records request procedure.

Important Information for Patients

These charges cannot be billed to your insurance. Because form completion is a non-covered administrative service, these fees may not be submitted to any health plan. They do not apply toward your deductible, your coinsurance, or your annual out-of-pocket maximum.

Your medical care is never conditioned on payment of these fees. Declining to pay an administrative document fee will not affect your appointments, your prescriptions, your procedures, or the quality of the care you receive from this practice.

Your records will never be withheld over an unpaid fee. Your right to obtain copies of your own medical record is independent of anything in this schedule and is not affected by an outstanding balance.

When a third party is responsible for payment. Where a workers' compensation carrier, a disability insurer, an employer, or an attorney is obligated to pay for a report or an examination, we bill that party directly and you owe nothing.

A fee purchases professional time, not a conclusion. Forms and reports are completed on the basis of the medical record and our clinical findings. Payment secures the provider's review and written response. It does not secure any particular opinion, rating, restriction, or determination, and no request to the contrary will be honored.

Questions

Please direct any question about this schedule, or about which fee applies to a document you intend to submit, to our front office at (251) 291-2311. We are open Monday through Thursday, 8:00 a.m. to 4:30 p.m.

This schedule is subject to change without notice. The version posted at www.coastal-spine.com is controlling.