

Insurance and Disability Forms

You may need to have some insurance or disability forms completed while you are under the care of one of the MHSI neurosurgeons. The following is our process for completing those forms.

- There is a charge of \$25.00 for completion of every form with the exception of:
 - Off work or return to work letter for your employer
 - Forms for patients on medical assistance (Medicaid)
- You can expect that the form will be completed and sent to the appropriate address within 5 business days after receiving completed forms, authorizations and payment.

NOTE: Our physicians do not do Functional Capacity assessments. That examination needs to be done by a physiatrist or a physical therapy practice.

If you have a form that needs to be completed:

1. Please complete all portions of the form that are to be done by you before submitting it.
2. Be sure to sign and date the form where required. If there is no place to sign on the form, you will need to complete an MHSI authorization.
3. We are happy to send the completed form directly to the company if you provide the address where it is to be sent otherwise, we will mail it to your address.
4. Submit the form(s) along with payment of \$25.00 for each form to:

**MHSI Michigan Head & Spine Institute, PC
Attention: Forms
29275 Northwestern Highway, Suite 100
Southfield, Michigan, 48034-1044**

- If you prefer to drop the form(s) off at the office at the location where you were seen, please call our appointment line first because all office sites are not open every day.
- **Forms received by fax, mail or in person will be returned to you if :**
 - your portion is not completed
 - proper authorization not attached
 - Payment has not been made or included

Please note: There will be a \$30.00 charge for any returned check due to uncollected funds.

If you have any questions, the staff at our offices will be glad to assist you or you may call toll free 877-784-3667, option 3 during regular business hours. We are sorry but we will not be able to discuss this information with family members or friends.

If you have submitted a form please wait the five (5) business days before calling to ask about the status. Multiple calls slow the process.

Thank you.