

Guide to Requesting Document Completion by Your Physician

When you request your physician to complete a form or set of documents, here's what you can expect:

Examples of Forms/Documents Physicians May Be Asked to Complete:

- **Attending Physician Statement**
- **Short Term Disability (STD)**
- **Long Term Disability (LTD)**
- **WSIB Forms (non-acute issues like narcotic renewals)**
- **Ontario Disability Support Program (ODSP)**
- **Canada Pension Plan Disability (CPPD)**
- **Dynacare Insurance Forms**
- **Disability Tax Credit (DTC)**
- **Lawyers Office/Insurance Requests**
- *School Forms (require 2-4 weeks)**
- *Employment Forms (require 2-4 weeks)**

With the exception of forms marked with an (*), all other documents generally require up to **4 weeks** to complete.

Process Followed at Windsor Family Health Team

Step 1: Form Submission

- **In-person drop off** at the office.
- **Mailed** to the office.
- **Electronically** received via fax or Ocean.

Step 2: Reception Team Handling

- A note is placed in the patient's health record to inform the physician that there is a form to complete.
- **Electronic documents** (fax or Ocean) are scanned into the patient's chart.

- **Paper copies** (dropped off or mailed) are placed in the physician's mailbox.

Step 3: Physician Review

- Your **physician will decide** if an appointment is necessary to discuss the completion of the form.
 - If an appointment is required, the reception team will contact you to schedule the next available slot. Since forms are not considered medically urgent, this appointment might be in **2+ weeks**.
 - If no appointment is necessary, the physician will complete the form at their first opportunity, which may take up to **4 weeks**.
 - **Note:** The reception team cannot expedite the completion of forms. The timeline is at the physician's discretion.

Step 4: Payment

- **WFHT physicians charge a fee to complete any and all forms.** The fee varies, so please speak directly with a Reception Team member to confirm the cost.
- **Payment in full is required (in cash) before the completed document is provided to you.**

We appreciate your understanding and cooperation as we ensure all forms are completed accurately and thoroughly.