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## Guidelines for Completing Patient Forms

This document is a physician **guideline** approved by the Council of the College of Physicians and Surgeons of Nova Scotia.

**Guidelines** contain recommendations endorsed by the College of Physicians and Surgeons of Nova Scotia. The College encourages its members to be familiar with and to follow its **guidelines** whenever possible and appropriate. Note that **guidelines** may contain references to College **standards**.

### Guidelines

The College considers the accurate and timely completion of necessary patient forms to be an essential aspect of good patient care.

Physicians should develop and implement a consistent approach to completing patient forms. Patients should be made aware in advance of the following:

1. Fees for completing forms (in situations where form completion is not an insured service). Fees should be reasonable, consistent, and reflect the time required to complete the form. For further information about billing for non-insured services, consult the Doctors Nova Scotia website links below. Note that the College does not set or specify fees for non-insured services.
2. How long it will take to deliver the completed form once the request is received. Physicians should be prepared to exercise discretion when faced with urgent requests.

### Further Information

Doctors Nova Scotia: [Non-Insured Services](#) (requires login)

Doctors Nova Scotia: [MSI Billing and Compensation](#) (requires login)

CPSNS: [Professional Standards Regarding Billing](#)

## Document History

First approved by the Council of the College of Physicians and Surgeons of Nova Scotia: **May 24, 2013**

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