

West End Ob\Gyn, PC  
7601 Forest Avenue  
Suite 100  
Richmond, Virginia 23229

**Re: Processing of Disability, Leave of Absence Form or Insurance Form:**

**Patient Name:** \_\_\_\_\_ **SS#** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Dr:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Patient responsible for Thirty Five (\$35.00) processing charge fee.**

**Method of payment:**

**Practitioner:**

**Cash \$** \_\_\_\_\_

**Davis** \_\_\_\_ **Dausch** \_\_\_\_ **Murray** \_\_\_\_

**Check# \$** \_\_\_\_\_

**Mahoney** \_\_\_\_ **Jones** \_\_\_\_

**Charge Card #** \_\_\_\_\_ **Amount \$** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**THIS IS A MISCELLANEOUS CHARGE THAT WILL NOT BE BILLED TO YOUR INSURANCE COMPANY.**

**Carolyn McDaniel  
Practice Manager**