

## RAJ SHIWACH, MD PA

941 YORK DRIVE SUITE 205  
DESOTO, TEXAS 75115  
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**To: All Patients**  
**Re: Paperwork**

1. There is a \$35.00 fee for each form or letter that is completed by our office.
2. We require 5 – 7 business days for the completion of all paperwork, and this time period does not begin until after we receive your \$35 fee. **We do not have the ability to complete forms or letters on the day we receive them, so please plan accordingly.**
3. You must be compliant with an approved treatment plan to be eligible for disability paperwork assistance from this office. Treatment plans will include, at a minimum, therapy once a week and a medication management appointment one to two times per month. If you are not compliant with the agreed upon treatment plan, then we will not be able to support your disability leave.
4. Your providers will fill out paperwork according to their professional opinion of your symptoms and level of functioning. However, please note that Raj Shiwach, MD PA and his providers cannot make any guarantees about the decisions made by third parties based on the letters or paperwork we provide. That is left up to the discretion of the third party recipient.

If you have any questions about these policies, we encourage you to call the office at (972) 283-6286.