



The Pediatric Center

Medical/Health Forms Guidelines and Policy

Helpful tips:

- Please ask your school/organization for forms that you may need filled out.
- Try to anticipate your need for form completion prior to your child's well check visit.
- Many forms require the information to be based on an examination completed within 12 months of the date on the form.
- Typically we receive school forms, camp forms, medication forms, day care center forms, sports forms, travel forms, State Department forms, etc. Try to plan ahead!

Blank forms will not be accepted.

Forms will only be accepted for completion if the patient's name and other information has been completed.

Turnaround time for form completion is usually 7-10 business days.

Especially at certain times of the year we may receive hundreds of health forms in one week! *Each* form has to be carefully reviewed by a physician before it is released. **Parents are strongly advised not to wait until the last moment.**

Forms will be held here for parents to pick up or mailed directly to the home.

Because of Health Insurance Portability and Accountability Act (HIPAA) regulations, forms will be released *to parents only*. We will mail the forms to the home address on file at your request.

Many forms require the information to be based on an examination completed within 12 months of the date the form is completed or may require specific evaluations that were not performed at the routine physical, i.e. sport vitals, asthma/allergy treatment plans. An additional office visit may be required. No form will be completed without a physical examination in our office within the past 1 year. **(Exception will be working papers – up to 2 years)**

Forms are completed on the basis of examinations conducted by providers in this medical group only. **Examinations performed by other health facilities will not be co-signed by our providers.**

The fee for having a form filled out is as follows:

- \$10.00 per form and for any additional forms.
- \$20.00 for "Rush Service" forms that need to be completed within 24 hours.

Insurance companies do not reimburse for form completion and we do not bill insurance for completing any forms.

No member of The Pediatric Center staff is authorized to make exception to this policy!

Thank you!