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Health Form Policies

Health forms and letters are required by many organizations including schools, daycare, camps, and school athletic departments, attorneys, housing authorities, employers, power companies etc.. While the primary concern for all of our physicians is the direct care and health and of their patients, we will make every effort to complete forms and provide letters when we are not involved in direct patient care.

- Health forms that are brought to a well child examination will be completed at that office visit at no charge. When forms are required at other times, there is a charge of \$10-25 for each form. Charges vary with duration of physician involvement and time. The physician completing the form determines the charge. Complex forms such as FMLA or College entrance will be in the range of \$20-25. Letters will require a minimum charge of \$20.
- While every effort will be made to complete the forms as quickly as possible, please be aware that at certain times of the year we may receive hundreds of requests in one week. Each of these has to be carefully reviewed by a physician before it is released. **Turnaround time for simple form completion is usually 2-3 business days. More complicated forms will take longer.** If a same day form is needed there will be an additional fee of \$5 for rush service if this can be accomplished. **Parents are strongly advised to review requirements of programs their children are scheduled to attend as soon as they are received.**
- **Blank forms cannot be accepted. We will not be able to complete or certify a form if parents have not completed their portion prior to submission.** This form is necessary for physician review.
- **Forms will be made available for parents to pick up or download from the patient portal.** Because of Health Insurance Portability and Accountability (HIPAA) regulations, forms must be released to parents only. Forms cannot be faxed or mailed.
- **Forms are completed for those whose accounts are in good standing.** Delinquent accounts must be brought current before forms will be completed. The form fee must be paid as forms are released.
- **Completion of physical forms require a routine check-up be completed within the last 12 months.** Please be sure your active children are receiving their annual routine examinations.
- **Physical examination requires checks of perceptual ability, i.e., hearing and vision screening.** We regret that we cannot certify a child fit for any program without appropriate perceptual testing.
- **Forms are completed on the basis of examinations conducted by physicians in this medical group.** Exams performed by other organizations cannot be co-signed by your physician, nor can we complete any forms in whole or in part based on outside information.
- **Forms are completed based on information abstracted by staff from your child's chart.** All forms are reviewed by a physician for completeness and accuracy. In some cases, forms mandate that only the physician may complete them.
- **Insurance companies do not reimburse for form completion.**