



## **Forms Policy**

Forms will be completed by our staff pursuant to the fees and guidelines indicated below:

### Forms Generated During an Annual Check-up:

At the time of your child's annual exam, your provider, at your request, will generate a medical history and physical form that can be signed and attached to your school/daycare/camp form. This printout, attached to your form, meets the demands of almost all institutions. When requested as part of this annual, preventative exam, there is no charge. You will be given one copy. Additional copies will be provided for a fee of \$10.

Forms for siblings must be requested at the time of their own annual exam, otherwise they will also be subject to a \$10 fee.

Please note that most school forms require an annual exam to be completed within 12 months of the generation of this document. We will require your child to be current with their care in order to generate a medical history form.

### Forms Generated During a Sick Visit:

Forms or letters related to a sick visit (e.g. note to return to daycare/school/work, note to administer medication) that are requested at the time of the visit will be provided at no charge. You will be given one copy. Additional copies will be provided for a flat fee of \$10.

### Forms Requested Outside of an Office Visit:

Unless indicated below, most forms requested at a time other than your child's annual exam will incur a fee of \$10. The fee must be provided before the form can be completed.

For fastest processing, forms should be submitted using the "Forms" tab on our website, only after the parent/caregiver section has been completed. Completed forms can be mailed, faxed or picked up in our office. Please indicate your preferred delivery method on the website when you submit your form.

### Custom Forms and Letters:

While our computer-generated forms will be applicable for almost all schools/daycares/camps, there are some that require their own custom forms to be filled out. The fee for these custom forms is \$15, regardless of when they are requested – during an office visit or not.

This \$15 fee also applies to: FMLA forms, Flex Spending Letters of Medical Necessity, Justification Letters For Personal Reimbursement, Social Service Programs/ Disability Letters, Academic Withdrawal Letters, Life Insurance Documents, Custody Letters, and other non-standard letters as determined by your medical provider.

### PIAA and Driver's License Forms:

PIAA forms require a physical examination to be performed AFTER June 1 of the upcoming season. If the last annual exam was conducted prior to June 1, a separate "PIAA exam" must be scheduled. This PIAA exam will be billed at a cost of \$50 and includes the completion of the form. If the most recent exam was conducted after June 1, the form may be completed for a \$10 fee.

Driver's license forms must be executed in the presence of your child's medical provider. Driver's license forms can be completed at no charge if requested at the time of your child's annual visit. Forms requested at other times of the year will require a "Driver's license exam" to be scheduled. This exam will be billed at a cost of \$50 and includes the completion of the form.

Please note, in both cases, the caregiver portions be completed by the guardian, or the form will not be processed.

#### Immunization Records:

Your child's vaccination history is accessible to you at any time via our Follow My Health portal. Using this system, you can view and print vaccination records at your convenience at no charge. The system does require an active account, which can be set-up on our website using the "Follow My Health" tab.

Requests to have an immunization record printed in our office will be provided at no charge, but will take 7-10 business days processing time. Completed printouts can be mailed, faxed or picked up in our office. Please indicate your preferred delivery method when you submit your request.

#### Processing Time:

Although we usually accomplish these in a shorter time frame, please allow a turnaround time of 7-10 business days for forms. Please understand that at certain times of the year we receive hundreds of forms in one week. Our nurse, PA and/or physician must carefully review each of these forms before it is released. Please note that we do not fill out forms at the time of a sick visit, except as noted above.