

Office Information

Health Form Policies

It is the goal of our physicians and staff to accommodate your requests, bearing in mind the following limitations:

1. Blank forms will not be accepted. Forms will only be accepted for completion if the patient's name and other information has been completed. In most cases, we may not be able to complete or certify a form if parents have not completed their parts of the forms prior to form submission.
2. Turnaround time for form completion is usually 24 hours. While every effort will be made to complete forms as quickly as possible, parents should realize that at certain times of the year we may receive a lot of forms in one week and remember that each of these has to be carefully reviewed by a physician before it is released. Parents are strongly advised not to wait until the last moment to look at the paperwork they have received from the program their child is scheduled to attend.
3. Forms will be held here for parents to pick up. Because of Health Insurance Portability and Accountability (HIPAA) regulations, forms will be released to parents only. These forms cannot be faxed or mailed.
4. Forms are completed for those whose accounts are in good standing. Delinquent accounts must be brought current before forms will be released. There will be a minimum charge of \$5.00 for each immunization record released on delinquent accounts.
5. Many forms require information to be based on an examination completed within 12 months of the date the form is completed. No form will be completed for any patient who has not had a physical examination in our office within 12 months.
6. Forms are completed on the basis of examinations conducted by physicians in this medical group. Examinations performed by "checkup centers" or other offices will not be co-signed by your physician, nor will he or she complete any forms based in whole or in part on any information provided by such centers.
7. 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.