

HEALTH FORM(s) POLICY

It is the goal of the physicians and staff to accommodate as many requests as possible to the furthest reasonable extent, 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.
- 2. Turnaround time for form completion is usually same day.** 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 requests, 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 Act (HIPAA) regulations, forms will be released to parents only. Federal law prohibits doctors' offices from faxing or mailing medical information to nonmedical facilities.
- 4. Forms are completed for those whose accounts are in good standing.** Delinquent accounts must be brought current before forms will be released. Forms must be paid for before they are released. Form DH3040 and Form DH680 (Blue and Yellow) there is a charge of **\$10.00 per form.**
- 5. Many forms require the information to be based on an examination completed within 12 months** of the date the form is completed. These requirements notwithstanding, no form will be completed for any patient who has not had a physical examination in our office in more than 12 months.
- 6. Physical examination requires** checks of perceptual ability, ie, **hearing and vision screening.** We regret that we cannot certify a child fit for any program without appropriate perceptual (hearing and vision) testing.
- 7. Forms are completed on the basis of examinations conducted by physicians in this medical group.** Examinations performed by "checkup centers" will not be cosigned by your physician, nor will he or she complete any forms based in whole or in part on any information provided by such centers.
- 8. 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.
9. There is a **\$20.00 charge for Women, Infants, and Children (WIC).**
10. If your child has school, camp, or sport forms to be completed, there is a **\$20.00 charge** per form. Payment is due when the forms are received.
11. **The minimum charge for review or completion of any non-WIC form is \$20 per form.** The front office staff does not have the authority to alter, reduce, or change charges.

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

*Note: The front office staff does not have the authority to alter, reduce, or change charges.

(Print Patient's Name)

(Date of Birth)

(Print Parents Name and Signature)

(Date)