

Pavilion Pediatrics at Green Spring Station Completion of FORMS and LETTERS Policy

We ask you do the following to assure that all forms are completed properly and timely:

- ✓ *Make sure your child has had a physical within the past 12 months or schedule a current physical prior to your forms completion request.*
- ✓ *Complete the parent portion of the form and have the child's name and date of birth on each page including the provider page.*
- ✓ *Complete our [Parent Questionnaire for Completion of Forms](#).*
- ✓ *Forms can be mailed, dropped off to our front desk staff, or emailed to forms@pavilionpediatrics.net.*
 - *Please note, if you email your form, **your request is NOT COMPLETE until you call our office to confirm receipt.***

FORM AND LETTER FEES

- There is a **\$20** fee **for routine completion of each set** of forms **for each child**. We will work to have your forms completed in up to **7 business** days.
- We also offer **PRIORITY** form requests to have your forms completed in up to **2 business** days for a fee of **\$40** **for each set** of forms **for each child**. We cannot guarantee all PRIORITY requests, as this depends on staffing and volume of forms needing to be completed.
- There will be a **\$10** fee for all **Medication Administration and/or Asthma and Allergy Action Plans** that are **not turned in the same day** as your initial set of forms and are submitted separately.
- There is a **\$10** fee for all **Letter Requests**. Please contact our front desk staff for further instructions.

PLEASE BE ADVISED

- ❖ Forms and Letters can be returned to **YOU** by email, mail, or may be picked up. It is your responsibility to work with your school, camp, or other facility.
- ❖ We are not able to complete your form(s) during your visit, as this will interfere with other patient care. Make sure that you know the turnaround time needed and provide us with the form in enough time to help you meet that timeframe.

We are happy to complete your forms and letters for your children and ask that you follow our policy so that everyone can meet this need in a timely manner.