

Pavilion Pediatrics at Green Spring Station

Office Policy for Completion of FORMS

1. We are not able to complete your form(s) during your visit, as this will interfere with other patient care.
2. We will work to have your forms completed in 5-7 business days. However, during high volume times (July & August) your forms may take up to 10 business days.
3. There is a \$10.00 fee **for routine completion of each set** of forms **for each child**.
4. We will try to work to accommodate a “**PRIORITY**” completion request, *for special circumstances*, and have your forms available for you within 1 -2 business days for a fee of **\$20** 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.
5. Parents are asked to do the following to assure that all forms are completed properly and timely:
 - ✓ *Complete the parent portion of the form and have the child’s name and date of birth on each page.*
 - ✓ *Complete our brief questionnaire. You may print this questionnaire from the PATIENT FORMS tab on our website, www.pavilionpediatrics.net, and have it with your form when you bring/send it in to us.*
 - ✓ *Make sure that you know the turnaround time needed and provide us the form in enough time to help you meet that timeframe.*
 - ✓ *Make sure you know the last physical requirement for the form to be completed. This is usually 12 months, but some are now requiring a physical within the last 9 months. This will be noted on your form.*
 - ✓ *Make sure your child has had a physical within the past 12 months, or schedule a current physical prior to your forms completion request.*
 - ✓ *Give the form to the **Check In Staff**, with your payment.*
 - ✓ *Provide us with a self addressed stamped envelope if you would like the forms mailed to you. Or, a telephone number to call you when the forms are completed and ready for you to pick up.*
 - ✓ *We will work directly with you in completing and returning your forms. You are expected to work with your school, camp or other facility in getting them what they need.*

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