

Pavilion Pediatrics at Green Spring Station

Email Request for Completion of Forms Policy

If you would like to email your form, please know that **your form completion request is NOT COMPLETE until you call our office to confirm receipt.**

If you do not call our office, we will not be able to pull your email and complete your form.

Please note that we cannot accept forms that do not meet ALL of the following requirements:

1. Patient Name and Date of Birth must be noted on ALL pages of your form.
2. The Parent section of the form MUST be fully completed.
3. You have completed the Parent Questionnaire for Completion of Forms.
4. Patient has had a Physical Exam within the last year (within 365 days).

Once you have completed the above requirements email your form to forms@pavilionpediatrics.net

You may access the following links on our website:

Completion of Forms Policy:

<https://www.pavilionpediatrics.net/docs/forms-completion-april-2019.pdf>

Parent Questionnaire for Completion of Forms:

<https://www.pavilionpediatrics.net/docs/Updated-Parent-Questionnaire-for-Completion-of-Forms.pdf>

Please note:

- ***This email is to be used for form completion requests only.***
- ***We can only pull your email after you call us.***

All other correspondence should be sent to us in the appropriate manner.