

# 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 up to 7 **business** days.
3. There is a \$20.00 fee for routine completion of each set of forms for each child.
4. Make sure that you know the turnaround time needed and provide us the form in enough time to help you meet that timeframe.
5. We can complete a “**PRIORITY**” request to have your forms available for you 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.*
6. 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 Parent Questionnaire for Completion of Forms. This is available on our website under our Forms tab or at our front desk.*
  - ✓ *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.*
  - ✓ *If forms are emailed or faxed, please call our office to make arrangements for payment. We can mail the forms directly to your home address, or call you for pick up when the forms are ready.*
  - ✓ *We will work directly with you in completing and returning your forms. It is your responsibility to work with your school, camp or other facility.*

**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.**