

# Pavilion Pediatrics at Green Spring Station

## Office Policy for Completion of FORMS

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](#).
- ✓ Make sure your child has had a physical within the past 12 months, or schedule a current physical prior to your forms completion request.
- ✓ Forms can be mailed, dropped off, given to our Check-In staff or emailed to [forms@pavilionpediatrics.net](mailto:forms@pavilionpediatrics.net).
  - Please note, 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.**
- ✓ Forms can be returned to you by email, mail or may be picked up.
  - Provide us with a self-addressed stamped envelope if you would like the forms mailed to you.
  - Provide us with an email address, if you would like forms emailed to you.
  - Provide us with a telephone number if you would like to pick your forms.
- There is a \$20.00 fee **for routine completion of each set** of forms **for each child**. Please note, **we cannot offer PRIORITY** form requests at this time due to the COVID-19 pandemic as we cannot guarantee form completion in up to 2 business days.
- 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 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 the form in enough time to help you meet that timeframe.
- We will work to have your forms completed in up to 7 **business** days.

**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.**