



Forest Park Pediatrics

Washington University Clinical Associates

Medical/Health Forms Guidelines and Policy

Helpful tips:

- Please ask your school/organization for forms that you may need filled out.
- Try to anticipate your need for form completion prior to your child's well check visit.
- Many forms require the information to be based on an examination completed within 12 months of the date on the form.
- Typically, we receive school forms, camp forms, medication forms, day care center forms, sports forms, travel forms, FMLA forms, etc. Try to plan ahead!
- FMLA forms: We need to know why you will need off and how long, or the specific dates (if applicable). We cannot complete FMLA forms without this information.
- Most forms have a section about diagnoses and medications, please fill in this section.
- **Forms given to us at Well visit appointments are done without an additional charge (exception is FMLA papers)**

Blank forms will not be accepted.

Forms will only be accepted for completion if the patient's name and other information has been completed by the guardian.

Turnaround time for form completion is usually 5 business days.

Especially at certain times of the year we may receive hundreds of health forms in one week! *Each* form has to be carefully reviewed by a physician before it is released. ***Parents are strongly advised not to wait until the last moment.***

Forms will be held here for 60 days for parents to pick up

Because of Health Insurance Portability and Accountability Act (HIPAA) regulations, forms that are picked-up will be released *to parents only unless other arrangements have been made (verified by ID)*. We can mail, fax or return forms through our patient portal (MyChart) once completed.

Many forms require the information to be based on an examination completed within 12 months of the date the form is completed or may require specific evaluations that were not performed at the routine physical, i.e. sport vitals, asthma/allergy treatment plans. An additional office visit may be required and an additional fee may apply. No form will be completed without a physical examination in our office within the past 1 year.

Forms are completed on the basis of examinations conducted by providers in this medical group only. ***Examinations performed by other health facilities will not be co-signed by our providers.***

The fee for having a form filled out is as follows:

- \$15.00 per form per child (within 5 business days). May change without notice.
- \$25.00 for "Rush Service" per form per child (Forms to be completed within 24 hours). May change without notice.
- \$40.00 for Family Medical Leave Act (FMLA) forms (often requires back and forth between us and employer to get it completed)

Insurance companies do not reimburse for form completion and we do not bill insurance for completing any forms.

No member of Forest Park Pediatrics staff is authorized to make exception to this policy!

Thank you!