

FORMS CHARGE POLICY

Children's Medical Center requires payment for the completion of some form's that parents ask us to complete. We receive many requests which require increased administrative time and financial resources in excess of what is normally needed to complete the medical record.

The following forms will be completed at no charge to the patient:

- School/Sports physical forms
- Return to school forms
- Doctor's certification of sickness to excuse absence from school/sports
- Shot records
- Copies of records sent to other physicians for transfer to another practice or coordination of care

The following forms and medical record copies will be assessed a fee for completion:

- FMLA \$25 per form
- Home Bound form \$25 per form
- Disability \$25 per form
- Letter of Explanation of Condition/Treatment, e.g. for attorney \$25 per letter
- Misc. Patient requests not covered above or below \$25
- Copies of Medical Records to Parent/Legal Guardian/Attorney other than another healthcare provider-
 - \$1 per page for the 1st -25 pages, plus \$.25 for each page thereafter (please see separate Medical Record Releases Form on our website for these requests)

Instructions:

- Submit the form completion request to the office where your child is normally seen well in advance of requested form(s). We will attempt to complete the forms as quickly as possible however, in order to properly address them we need adequate time to review the patient's records.
- Parent/Legal Guardian must complete all their information on the form prior to the request
- Provide a stamped/addressed envelope to expedite mailing of completed forms
- If requesting records to be released, the Record Release form must be completed
- Forms/Requests for records must be accompanied with any required payment specified above

We will make every effort to complete these forms within 5-7 business days; however, we cannot make any assurance of completion with the patient's time frame(s). Payment is required prior to completion of all forms.