

## **PATIENT FORM COMPLETION POLICY**

In order for us to accommodate the large volume of requests for school, camp and other authorization forms, please note the following policies. These will facilitate more timely preparation of medical forms which require review by our physicians and medical staff.

1. If the patient has not been seen by our physician for an office visit within the last 6 months you will need an appointment.
2. Due to the amount of time and cost associated with the completion of these forms the charge for completion is \$25 per person when there is more than one page. Payment is expected when the forms are presented to our office.
3. On the forms, pre-fill in the patient's personal information:  
(eg, name, date of birth, address, weight)
4. Please allow at least 3 days for forms to be completed and picked up. For forms to be mailed back, provide a self-addressed, stamped envelope and allow up to 5 business days. Remember to have your name and all demographic information completed as well as any special instructions attached to the form.