

## Health Form Policies

**It is the goal of Pediatric Partners to complete Health Forms as quickly as possible - with your cooperation. We would like you to be aware of the following policies:**

1. **Blank forms will not be accepted.** Forms will only be accepted for completion if the patient's name and other information has been completed. ***In some cases we may not be able to complete or certify a form if parents have not completed their parts of the forms prior to form submission.***
2. **Turnaround time for form completion is usually fewer than 5 business days.** While every effort will be made to complete forms as quickly as possible, parents should realize that at certain times of the year we may receive hundreds of health forms in one week, and remember that *each* of these has to be carefully reviewed by a physician before it is released. ***Parents are strongly advised not to wait until the last moment to look at the paperwork they have received from the program their child is scheduled to attend.***
3. **Forms will be held at our office for parents to pick up.** Because of Health Insurance Portability and Accountability Act (HIPAA) regulations, forms will be released *to parents and legal guardians only*. We are prohibited to fax or mail medical information to non-medical facilities. We cannot be responsible for delays or losses in the mail.
4. **Forms are completed for those whose accounts are in good standing.** Delinquent accounts must be brought current before forms will be completed. Forms must be paid for before they are released.
5. **Many forms require the information to be based on an examination completed within 12 months** of the date the form is completed. Please do not ask us to violate the intent of the form.
6. **Forms are completed on the basis of examinations conducted by physicians in this medical group.** Examinations performed by "check-up centers" will not be cosigned by our office, nor will we complete any forms based in whole or in part on any information provided by such centers or any other provider.
7. There is **no charge for Women, Infants and Children (WIC) forms.**
8. **The *minimum* charge for review or completion of a form is \$10 per form.** The charge for the Family Medical Leave Act (FMLA) form is \$25. Charges vary with the duration of physician involvement and time. The front office staff does not have the authority to alter, reduce, change, or eliminate charges.
9. **Insurance companies do not reimburse for form completion,** and we do not bill insurance for completing any form.
10. **Kansas State law requires sports physicals to be completed after May 1<sup>st</sup> and before the beginning of the sport season.** Please consider this when scheduling your child's well visit, as most insurance plans will only cover one well visit per exam year.