WESTERN WAKE
PEDIATRICS

Form Completion Policy

Families are encouraged to bring any forms requiring a provider signature (school, camp, sports, preschool, or medication administration) to their child's annual physical exam. Forms completed during the visit are free of charge.

Forms submitted outside of an appointment (drop-off, mail, or portal) are subject to a **$10 administrative fee per form**, which is not covered by insurance.

Please allow up to five business days for processing. Families will be notified when forms are ready. Forms will not be released until all required information is received and any applicable fees are paid.

The following forms are completed **at no charge**:

- School Medication Administration (Form 1702)
- Immunization Records
- WIC Forms
- Allergy/Asthma Forms

Forms may not be completed if the child is overdue for a well visit or required information is missing.

Updated February 2026