



MyChart – Forms Request Instructions

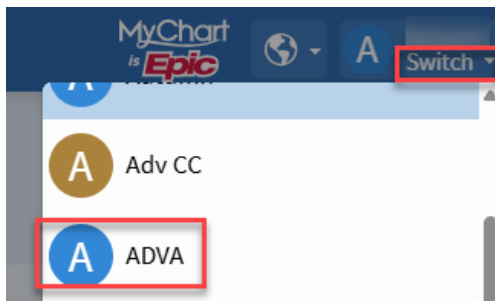
You can submit all form requests through MyChart by sending a Message. This secure method ensures the request is directly added to your child's medical chart for proper processing and response.

Important Notes:

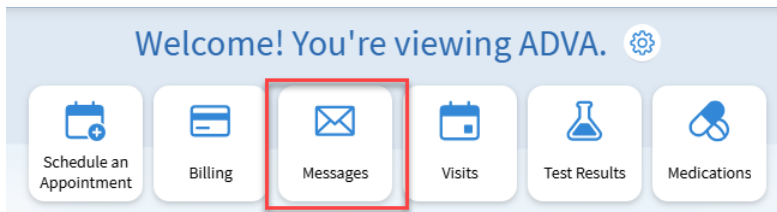
- Most forms are processed within 3 business days, provided the patient is current on required visits. Some requests may take longer or may require an appointment. If a visit is needed, we will notify you.
- CHSAA Physical Forms:
Please complete Pages 1 & 2 of the 4-page form (to be filled out by the student and parent) and include them in your submission. The clinical team must review these pages before completing and signing Page 4.

These instructions are based on the desktop version of MyChart. Mobile versions may look slightly different but follow the same basic steps.

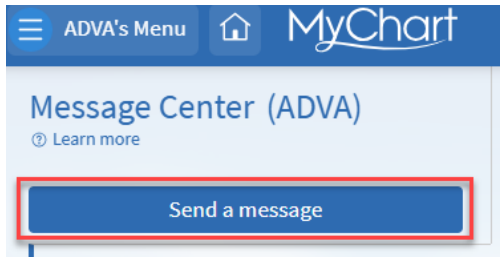
1. Log in to your MyChart account
2. Select the patient by clicking 'Switch' in the upper right corner



3. Click the [Messages] icon



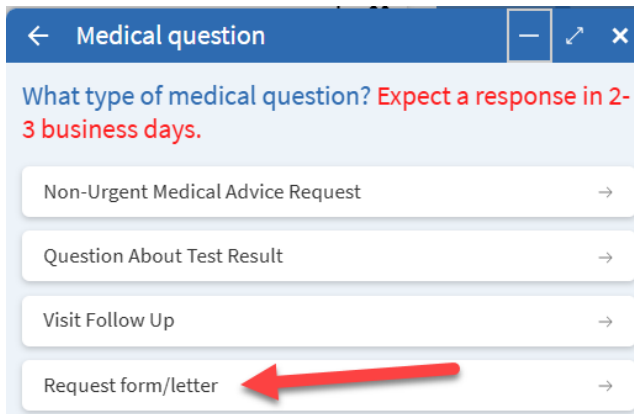
4. Click [Send a message] button



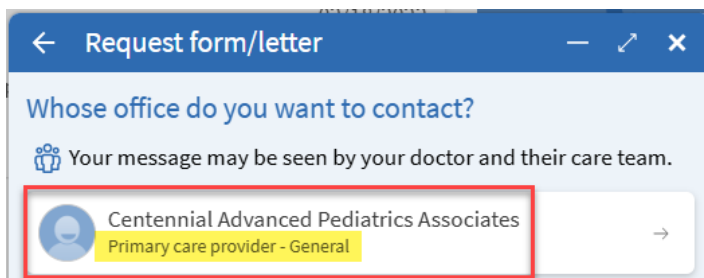
5. Select [Ask a medical question]



6. Select [Request form/letter]



7. Whose office do you want to contact? Select 'Primary care provider – General'



8. Enter a Subject and Message in the required fields
9. If you have a specific form to submit, attach it here. Make sure all patient/student fields on the form are fully completed before submitting.
 - a. Click the Attach button, and attach your form
10. Click [Send] to submit your Message

Request form/letter

To Office of Centennial Advanced Pediatrics Associates

Include All others with access to Spiderman ADVC Zztest

Call 911 if you have an emergency. [Learn more](#)

* Subject
Form Request

* Enter your message...
Please complete the is form for Johnny Doe

Discard Attach Send

11. Our staff will reply if any additional information is needed or to notify you when your form is completed.
12. Once completed, your forms can be found under [Letters] or the [Document Center] in the menu
 - a. Go to [Menu] at the top left of your patient's MyChart screen.
 - b. Scroll down to [Letters] or [Document Center], then select My Documents

