



VALLEY PEDIATRIC ASSOCIATES, LLC

HEALTH FORM POLICIES 2022



1. **Blank forms will not be accepted.** Forms must have the patient's name and all parents' sections completed. **We may not be able to complete any forms if parents have not completed their parts.**
2. **Turn around time for form completion is 5 - 7 business days.** We may receive hundreds of health forms in one week, and *each* has to be carefully reviewed by a physician. ***PLEASE do not wait for the last moment to complete the paperwork from the program your child is scheduled to attend.***
3. **Forms can be submitted & picked up at the office or via the patient portal.** Due to HIPAA regulations, forms will be released to parents or the patient only and can not be faxed nor mailed to non-medical facilities without patient or parent permission. We are not responsible for mail delays or losses.
4. **Forms are completed for those whose accounts are in good standing.** Delinquent accounts must be brought current before forms will be released. Forms must be paid for before they are released.
5. **Many forms require an examination within twelve months.** No form will be completed for any patient who has not had a physical examination in our office in more than 24 months.
6. **Forms are completed on the basis of examinations conducted by Valley Pediatric clinicians.** Examinations performed by "check up centers" will not be cosigned by your clinician, nor will (s)he complete any forms based on information provided by such centers.
7. There is **no charge for WIC forms.**
8. **The minimum charge is \$15.00 *per form*.** Charges vary with duration of physician involvement & time. The physician completing the form determines the charge. The front office staff do not have the authority to alter, reduce, or change charges.
9. **Insurance companies do not pay for form completion.** Insurance is not billed.
10. Rush service **may** be available for an **additional \$25.00. We do not guarantee the availability of this service.**

Some examples of Prices:

Routine School/Camp/Sports/ Daycare/Medication	15.00	Food Allergy Letters/plans	20.00
Special Olympics	0.00	Family & Medical Leave	25.00
MVA / BGE Forms	15.00		

PRESCRIPTION REFILL POLICY

Refills for routine medications should be requested via the **Patient Portal** for quickest action. This can be done from your computer, smart phone, etc, 24-hours a day via the link on the website.

Prescription refills will be sent to the pharmacy within 5 days.