

# Tuscaloosa Pediatrics Completion of Health Forms Policy

***It is the goal of the physicians and staff to accommodate as many requests to the furthest reasonable extent in an accurate and timely manner.***

To help us better serve your needs, we request you be aware of the following policies.

1. Forms will be accepted for completion only if the patient's information has been completed. In some cases we may not be able to complete or certify a form if parents have not completed their part of the form prior to submission. Blank forms will not be accepted.
2. Turnaround time for form completion is usually fewer than 7 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. Remember that each form 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 paperwork they have received from the programs their child is scheduled to attend. (See #11 for rush service information)
3. Forms will be held at the office for parents to pick up. The Health Insurance Portability and Accountability Act (HIPAA) regulations states forms are to be release to parents only. We cannot be responsible for delays or losses in the mail.
4. Forms are completed for patients who are in good standing. Delinquent accounts must be paid in full before forms will be released. Forms must be paid for before they are released.
5. Many forms require the information be based on a physical examination completed within 12 months of the date the form is completed. No form will be completed for any patient who has not had a physical examination in our office in more than 12 months.
6. Physical examination requires check of perceptual ability, ie, hearing, and vision screening. We regret that we cannot certify a child fit for any program without appropriate perceptual (hearing and vision) testing. If your form requires those screenings, it is very likely you will be billed for the test as many insurance companies consider these to be a non covered charge.
7. The charge for review and completion of medical forms is \$5.00 per page except FMLA forms. FMLA forms are \$15.00 as these require extra time to complete. If the form is brought in and completed at the time of the office visit there is no charge.
8. There is no charge for WIC (women, infants, and children) or school medication forms to administer medication we have prescribed or recommended.
9. All forms are completed by the physicians based on information from your child's chart.
10. Payment for completion of a health form is the responsibility of the parent/guardian. This is not considered a billable service by insurance companies.
11. Rush services may be available for an additional \$5.00 per page. If available, we will have your form completed in one business day. We do not guarantee the availability of the service as the physician needed to complete the form may be out of the office at that time.
12. Letters written by the physician for schools, daycares and insurance companies, etc, will vary with the duration of the time necessary to complete. There will be a minimum of \$5.00 but not more than \$15.00 for a longer more complicated condition or issue. The physician completing the letter will determine the charge based on the time to complete.
13. Asthma Action Plans are best filled out by the doctor that manages your child's asthma. If your child sees an Allergist or Pulmonologist, it is best for them to complete any forms related to asthma (action plans or medication forms). If your doctor at Tuscaloosa Pediatrics follows your child's asthma and they have not been seen for an asthma recheck in the past 6 months, you may be asked to schedule a visit in order for us to complete the form.