



Form Request Policy

As of July 1, 2022: Due to the time and effort required by our providers to complete personal forms and paperwork, we must charge a nominal fee for this service if you need the form/letter sooner than 48 hours or outside of an office visit with a provider*. Time starts at the time a staff member lays eyes on the form. For example, forms submitted after regular business hours or during holidays, time begins at 8:00 am the next business day or if it is the same day but before 8 am.** Fees must be paid in full before any document is faxed, mailed, or picked up. Non-rushed completion of forms/letters can take up to 3 business days, not including weekends or holidays. This timeline may vary depending on the complexity and length of the form/paperwork.

***FMLA or any type of disability paperwork will not be completed sooner than 48 hours. No exceptions.**

By requesting a form to be completed or a letter to be written, I understand that I am responsible for any charges incurred upon completion. Any patient not wanting to comply with the paperwork policy does have the option to make an appointment with their provider to go over and complete the paperwork at a visit.

- It is always possible that for a form to be completed or a letter to be written, the provider may require the patient to schedule an appointment to be seen and/or additional testing to be completed prior to.
- *It is ultimately the parent or patient's responsibility, not The Kids Clinics, to submit completed forms/paperwork to the requesting party on time. To ensure the paperwork gets to the requesting party on time, the parent or patient should submit the forms personally. If The Kids Clinic faxes and/or emails paperwork on behalf of the patient as a courtesy, it will be limited to one attempt.*

General Fees:

- \$20 if wanting it the same day as requested (Office hours are Monday-Friday 8:00 am to 4:30 pm)
- \$10 if wanting it within 24 hours of request** (Office hours are Monday-Friday 8:00 am to 4:30 pm)
- **NO CHARGE:** Disabled Parking Permit

This policy includes, but is not limited to:

Life Insurance / Sports Clearance / Camp Clearance / Gym Clearance to Participate / Asthma Plans / Allergy Plans / School Medication Forms / A short dictated statement letter from the provider (Example: Emotional Support Animal, Release from Jury Duty, Release from Gym Membership, travel requirements, etc.)