

Office Policy for Forms June 27, 2015

To help us stay on time, we have some rules about patient forms. This affects forms you may need your doctor to fill out for school, daycare, sports participation, nursing homes, adult homes, CSB, and others

- Printed forms and Doctor's Notes forms can be left with the nurse. We will call you as soon as they are ready.
- Forms usually will not be done at the time of the visit. If you bring a form to the office at the time of a doctor's visit, it may take up to 24 hours (once we have everything we need).
- If you bring a form to the office at times other than during a doctor's visit, it will be done within seven days (once we have everything we need).
- If you don't have a form to bring us, we can provide you with the doctor's notes when they are ready.
- We charge a fee for forms brought to us at times other than during a doctor's visit.
- Many forms, like school forms and sports forms, have a part to be filled out by the patient. You must fill out your part before we can fill out our part.
- We do not make copies of prescriptions because we don't think it's safe.