Cornerstone Pediatrics
Completion of Forms/Letter 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 on the form. 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 completions is no less than 48 hours. 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.
3. Forms will be held at the office for parents to pick up.
4. Forms must be paid for before they are released. We do not bill for payment of forms.
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 more than 12 months.
6. Physical examination requires check of perceptual ability, i.e., hearing and vision screen. 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 $10.00 within 48 hours and $20.00 within 24 hours. If the form is brought in and completed at the time of the well child physical examination, there is no charge.
8. All forms are completed by the physician based on information from your child's chart.
9. Payment for completion of a health form is the responsibility of the parent/guardian. This is not considered a billable service by insurance companies.
10. 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 $10.00 charge for letters completed by the physician. There will be a $20.00 charge if requested to be completed in 24 hours.
11. Asthma Actions 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 Cornerstone 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.