

Office Policy for Completion of Forms

We will do our best to have your forms completed in 3 to 5 business days. However, during high volume times (July – October) your forms may take longer.

Make sure that you know the turnaround time needed and provide us the forms in enough time to help you meet that timeframe.

We will try to accommodate a “Priority” completion request, for special circumstances, and have your forms available within 1 to 2 business days. We cannot guarantee all priority requests, as this depends on staffing and volume of forms to be completed.

Parents are asked to complete the parent portions of all forms and have the child’s name and date of birth on each page. Please DO NOT send in blank forms.

Most school and camp forms require that your child has had a well exam within the last 12 months and expire on the one year anniversary of that exam. If you have not had a Well exam in the last year, you will need to have one before forms can be completed.

Forms may be dropped off at our front desk at either office, sent through our patient portal or emailed to frontdesk@cornerstonepeds.co. Please include directions on what you would like done with the form once it is completed. We do not have a HIPAA compliant email, so if you would like completed forms emailed back to you or to the school, please include authorization for us to do so.