

# Office policy for completion of forms

We will do our best to have your forms completed in 5 to 8 business days. However, during high volume times (July – October) forms may take longer to complete.

Make sure you understand the turn around time required and please provide forms in adequate time. We will try to accommodate high priority or emergency situations and have forms available in 1 to 2 business days. We cannot guarantee all priority requests, as it is dependent on staffing, provider availability and volume and complexity of forms needed. Parents may not wait in the office for form completion. Once completed, you will be notified and the forms will be sent back in the method requested. Remember, lack of planning on your part does not constitute an emergency on our part. Please plan ahead.

Forms will be returned to parents not to school, daycares or camp facilities. Sending forms to facilities can become a HIPAA violation because we do not know who has access to that information or who is collecting items from the fax/printer.

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 BLANK FORMS** or send a link to a blank form. Blank forms will not be completed.

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

Forms may be dropped off at our front desk at either location, sent through our patient portal or emailed to [frontdesk@cornerstonepediatricscolorado.com](mailto:frontdesk@cornerstonepediatricscolorado.com). Please include directions on how you would like to receive the form back when completed. We prefer to share completed forms to your child's patient portal, because although we have a HIPAA compliant email, most households do not.