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PARTNERS WITH PARENTS FOR
 THE HEALTH OF THEIR CHILDREN

Request for Administrative Forms

Effective **January 1st, 2025**, Partners in Pediatrics will implement an administrative fee for forms requested outside of a scheduled appointment. Fees will be due at the time of request, and forms will not be released until payment is received.

Please note, forms requested during a scheduled appointment will not be subject to these fees.

Additionally, FMLA requests will now require a sick-visit appointment for paperwork completion.

Form Fee Schedule:

Form Type	Standard Fee	Rush Fee
School Physicals	\$10.00	\$25.00
HeadStart/Daycare Forms	\$10.00	\$25.00
Daycare Letters	\$10.00	\$25.00
Diagnosis Verification Letters	\$10.00	\$25.00
IEP/504 Letters	\$10.00	\$25.00
Immunization Records	\$10.00	\$25.00

Patient Name: _____ **DOB:** _____

Parent/Guardian Name: _____ **Phone Number:** _____

Form Type Requested: _____

Requested Pickup Date: _____ **Standard** **Rush** **Fee: \$** _____ **Paid**

Read and Initial the following statements:

- _____ Pre-payment is required in order for our office to complete the forms, and forms will not be released until payment is received.
- _____ If the provider feels it is necessary to obtain more information from the patient in order to complete the form, the patient may be required to make an appointment. If this is the case, we will contact you. (Please complete contact phone number above.)
- _____ Partners in Pediatrics requires at least 5-7 business days for the completion of any form. You will be notified once ready for pickup. If you require forms to be completed within 1–2 business days, a \$25 rush fee will be charged.
- _____ If copies of your medical records are needed to complete this form, a Release of Information must be completed.

 Parent/Guardian Signature

 Date