



PARTNERS WITH PARENTS FOR
THE HEALTH OF THEIR CHILDREN

Important Update: **Form Fee Policy**

Effective January 1, 2025, Partners in Pediatrics has implemented the following policy regarding the completion of medical and school/daycare forms, letters and immunization records:

Standard Form Requests: A \$10 fee will be applied for completing forms or immunization records not requested during a medical visit. Please allow 5–7 business days for processing most forms.

Rush Requests: If you require forms to be completed within 1–2 business days, a \$25 rush fee will be charged.

FMLA Forms: Completion of new Family and Medical Leave Act (FMLA) forms will necessitate an in-office visit.

Why We Are Implementing This Fee:

- Completing forms takes 10–30+ minutes of staff and provider time
- It pulls focus from patient care and requires careful chart review
- It helps support clinic operations and keep care affordable
- Encourages families to plan ahead and request forms at visits

Form Request include:

- *Sports & Physical Participation Documentation*
- *Disability-related letters*
- *Headstart/Daycare forms*
- *Academic or Childcare letters*
- *Diagnosis Verification letters*
- *IEP/504 Letters*
- *Legal letters*
- *Medical Necessity & Coordination Letters*
- *Renewal of FMLA forms already completed for same diagnosis*
- *Other non-standard letters as determined by your medical provider.*

WIC Prescriptions and Medication Authorization form are **FREE**

How to request a form:

- Drop off the form at your nearest PIP office
- Call and leave a message on our nurse line
- Upload and send a message through our patient portal

Plan Ahead!

To ensure timely processing, we recommend bringing any necessary forms to your child's scheduled well visit. This is the most efficient time to address form completion needs.

Annual Wellness Visits:

Please note that an annual wellness visit is typically required for most form completions.

Thank you for your understanding and cooperation!!