



MEDICAL RECORDS AND FORMS

Medical Records

- When requesting a copy of your child's medical records, please allow our office 2-3 weeks to process and complete your request.
- There is a 25 cent per page charge for reproducing each child's medical record and payment is due upon receipt.
- When transferring your medical records, we recommend you make an extra copy to keep with you. Some medical offices will not copy or transfer records that did not originate in their office. Our office destroys medical records 7 years after the date of transfer.

Medical Forms

- We are happy to complete medical forms (including, but not limited to, athletic, camp, college entrance). Please allow at least 3 days for forms to be completed by the office.
- You will receive 2 copies of the office's standard school form at your child's annual physical exam. It is your responsibility to make any extra copies needed throughout the year.