



COMPLETION OF FORMS

Healthy Steps Pediatrics spends **at least 15 hours a week** on form completion outside of a patient visit –

- vaccine records
- hearing and vision forms
- sports physicals
- Headstart physical forms
- school attendance notes
- insurance documentation and prior authorizations
- record requests
- written prescriptions
- lost documents
- WIC prescriptions
- Letters pertaining to medical care or family circumstances.

PLEASE, PLEASE, PLEASE help us by requesting your forms at office visits. When a form is lost or requested outside the office visit, there will be a **\$5 charge** and 24-hours wait to complete the forms. **Thank you for your cooperation and understanding.**

*****Sports physical forms should be requested at the time of the check-up if there is ANY desire to play any kind of sport during the school year.**