

Southern Orange County Pediatric Associates
FORM POLICY
April 2007

POLICY-

Most schools will require updated forms for enrollment. Please be advised that starting April 1st, 2007, our office will be charging a \$5.00 fee for all school, camp, church and sport related forms. Payment is due upon request. Please leave your forms with our front office staff, and allow 48-72 hours for completion.

We appreciate your understanding regarding this new policy.

WHY THE CHANGE IN POLICY?

In recent years we have noticed an increase for requests to complete forms related to school, church, camp, and sports. Our goal at SOCPA is provide quality care and quality service to our patients and their parents. In order to accommodate such needs we have found it necessary to develop a new policy to ensure that the forms are completed in a timely manner with accurate information.

In order to provide prompt completion of such forms our office has developed guidelines to help expedite this process. The demand for the forms has increased over the years and therefore, the time required for completion has increased as well. The \$5.00 fee is a processing fee to see this process through to completion.

High demand for requests

Staff time for completion of such requests

Liability, accuracy and accountability of the information provided on such forms

Supply and postage costs (if necessary)