



All Pediatrics

Forms and Medical Records

Policy and Procedures

All Pediatrics supplies parents, educational facilities, camps and sports programs with any and all necessary forms and medical records as properly requested. All requests must be made in writing if they are not made at the time of child's visit with our practice. The request must be signed and dated by a parent or legal guardian. All Pediatrics requests that each child have a signed HIPAA form on file to properly indicate who is allowed to receive that child's confidential medical information.

The practice does assess a fee for records and forms other than vaccination records. School forms are free if they are requested at the time of the child's well visit. The 2010 fee for forms and records are as follows:

Vaccination Record – Free

**Medical Chart - \$15.00 (up to 20 pages)
\$ 1.00 (each additional 5 pages)**

School Form - \$16.00 – if not requested at child's well visit

Physical Form - \$16.00

Sports Form - \$16.00

Camp Form - \$16.00

Special School Form - \$16.00

Doctor's Letter - \$25.00

School/Work Excuse – Free



To Acquire Medical Records:

Please complete the Request for Medical Records (form available on our website). The request can be made by phone through our Call Center, in person at one of our offices or by emailing us at forms@allpeds.com. The form must be signed, dated and returned before your request will be processed. It can be faxed to our office at 571-642-0392 attention: medical records. You can also e-sign the form and email it back to us at forms@allpeds.com. Please understand that your e-signature will be regarded as your legal signature for the release of records. Please be sure to give a valid daytime phone number where you can be reached if our liaison has questions or requires additional information.

To Acquire Forms:

No specific release form is required to request a form; however, we do request that a valid HIPAA form be on file so we are sure to release your child's confidential health information to only those people who have been authorized to receive it. We do not require you list schools, camps, sports programs, daycares, etc. on the HIPAA. If you would like us to send the forms to any of these facilities or programs, we may require the signature of an authorized individual. The medical records liaison will let you know if additional authorization is required.

You may request forms in person, by phone or by email.

Prepayment is Required:

All medical records and forms require pre-payment before your request will be processed and released. You can include your credit card information with your fax or you may call us at 703-436-1200 extension 460 and give your information directly to our medical records liaison. Please be sure to indicate if you need a receipt mailed with your records or forms. Payment can also be made at the front desk if you are making your request in person at one of our offices.

Receiving the Records or Forms:

The All Pediatrics Medical Records Distribution Center is at our Lorton Station location in Lorton, VA. We realize this may not be convenient for everyone. We suggest requesting your forms in a timely manner and we will mail them to you within 72 hours of request. Please be



sure we have a valid address on file for your child as we cannot be responsible for delays because of incomplete or invalid demographic information on your child's account.

If you wish to pick the forms up in person, you may do so. We may require an additional 24 hours to get the information to the office of your choice. If you choose the option to pick up the forms, you have 5 days from the date of notification to come in and get the paperwork. At the **end of the 5th day, all forms and/or records will automatically be mailed.** Please note that if you come in after that time and require information immediately, you will have to request the records and/or form again and an additional charge will apply.

In addition, no unauthorized person will be allowed to pick up medical records or forms. Any person coming to the office to pick up medical information of any type must be on the current HIPAA form in your child's account. Otherwise, the records will be mailed directly to an authorized individual.

*****It is important to note that All Pediatrics experiences high volume seasons with requests for records and forms. Late Spring, Summer and early Autumn are the peak seasons and we receive hundreds of requests weekly during this time. To avoid any significant delays in the processing of your child's forms or records, please plan accordingly. REQUEST EARLY if at all possible and MAKE NOTE OF OUR PROCESSING TIMES. We cannot be responsible for issues with your child's school, daycare, camp, sports program, etc. because of a delay of information. We appreciate you cooperation and understanding in this endeavor. *******