## Back-to-School Form Information

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### **Processing Time**

**Forms take 24–72 hours to complete.** Due to high demand and as a courtesy to our patients with scheduled appointments we cannot accommodate same-day completion for walk-in forms. We will be working hard to complete your form as quickly as possible.

#### **Submission**

Drop off, fax or email forms with patient and parent portions completed with updated contact info. If you do not have a parent portion, we can provide one or visit your schools or districts website to print and complete forms.

### Requirements

A Well Check within the past year is required; schedule an appointment if needed.

#### Insurance

Some plans may not cover more than one physical (Well Check) per year—check with your provider or ask about self-pay options.

## Form completion

Parent and patient sections must be filled out before submission.

# **Form Accuracy**

Schools may require specific forms—please obtain the correct one to avoid delays.

# **During Appointments**

Bring forms to the appointment for immediate completion.

# **Email Option**

Completed forms can be emailed securely; check Junk/Spam folders.

Our staff is working hard to assist everyone promptly; your patience is appreciated.

Thank you from your Neighbors Pediatrics Team.