



## RIVERSIDE FAMILY MEDICINE

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### Office Policy for Forms April 26, 2007

To help us stay on time we have some rules about patient forms. This affects forms you may need your doctor to fill out for school, daycare, sports participation, nursing homes, adult homes, CSB, and others.

- Printed forms and doctor's notes forms can be left with the nurse. We will call you as soon as they are ready.
- Forms usually will not be done at the time of the visit.
- If you bring a form to the office at the time of a doctor visit, it will be done within 24 hours (once we have everything we need.)
- If you bring a form to the office at times other than during a doctor visit, it will be done within 7 days (once we have everything we need.)
- If you don't have a form to bring us we can provide you with the doctor's notes when they are ready.
- We charge a fee for forms brought to us at times other than during a doctor visit.
- Many forms, like school forms and sports forms, have a part to be filled out by the patient. You must fill out your part before we can fill out ours.
- We do not make copies of prescriptions because we don't think it's safe.