



Medical Records and Forms

Medical records

- When requesting a copy of your child's medical records, please allow our office 4–6 weeks to process and complete your request.
- When transferring your medical records, be sure to include your new physician's information. We do not release medical records directly to families. Please note, per guidelines medical records are shredded 7 years after the date of transfer.

Forms

- You can find the completed Health Form including an immunization record for you/your child in your MyChart account under "Letters". This may be used to satisfy requests for forms from schools, camps, or sports activities anytime within 12 months of their last well visit. This should eliminate the need for you to forward a specific form to us and then wait for our office to complete your form(s). If you do not see this form in your MyChart under letters, please send us a MyChart message and we will make sure it is available to you.
- If your camp or school will not accept the information in this format and you still need to have their form completed, please understand that each separate form that we need to complete takes time both on the part of the staff to fill out as well as by our providers to review, amend, and sign. All additional form requests will require a week for completion. Parents **MUST** complete all information on the forms that they have knowledge of (i.e. demographics, health history, etc.), and **MUST** sign and date their portion of the form. Incomplete forms may delay the processing of your forms. Forms are completed on a 'first in/first out' basis. Please allow 5–7 business days for your request to be completed. We make every effort to complete these forms as quickly as possible. Due to the heavy volume of requests during back-to-school and summer months, processing times may be longer.