

## **Medical Record Requests and Patient Completion Forms Policy**

New Jersey law requires that a provider furnish copies of medical records to a patient within 20 days from receipt of the initial request. Additionally, the provider is allowed to charge a reasonable fee for copying and postage.

Asthma & Allergy Care, PC will complete patient medical forms as follows:

### **SCHOOL FORMS AND SKIN OR LAB TEST REQUESTS**

1. No fee will be charged for lab test requests given to the patient.
2. The completion of school forms such as school medical or college health forms, the patient will need to be seen by the doctor. The forms will be ready in 2 business days to be picked up in the office where the patient was seen. The forms need to be completed by the patient or guardian where it indicates a parent/patient information and signature is required.
3. When making your appointment please let the receptionist know you are coming in forms to be completed.
4. Copies of the test results can be obtained from the office when requested.

### **MEDICAL RECORD REQUESTS, DISABILITY FORMS, ATTORNEY REQUESTS, AND FAMILY MEDICAL LEAVE OF ABSENCE FORMS**

These forms will be completed after we receive a medical records release form signed by the patient. We will mail or fax the forms as requested.

- Please call the office for our record release fees.

All requests for forms completed will take up to two business days. We try to have Disability forms, Medical Records, etc completed the same week we receive it. Sometimes it will take up to 3 - 4 weeks to complete.