



The Pediatric Center of Stone Mountain, LLC
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Policy for School Forms

The following 3 forms are identified as a "SCHOOL FORM".

- ☞ Form 3231 Immunization (includes all college immunization forms)
- ☞ Form 3300 Hearing/Vision/Dental
- ☞ Sport/Camp Physical Form

(PARENT MUST COMPLETE HISTORY QUESTIONS & SIGN. ANY "YES" QUESTIONS MUST BE EXPLAINED.)

Policy: Form 3231 is provided at no charge when a patient is receiving a vaccine.

Policy: Form 3300 is provided at no charge a Hearing Screen and / or Vision Screen is performed for the patient.

Policy: Sport/Camp Physical Forms are completed for a nominal fee per form.

Policy: Existing patients may request additional copies of Form 3231 and Form 3300 for a nominal fee.

Policy: We do not provide Form 3231 and Form 3300 to Non-patients.

Policy: The processing fee is collected at the time the Form is requested.

Policy: The processing fee for each individual School Form is \$5.00 CASH per Form; \$6.00 if paid by credit, debit or check.

Policy: Sports/Camp Physical Forms are \$5.00 cash per form; \$6.00 if paid by credit, debit or check.

Policy: Processing fees are collected at the time the order is placed.

Policy: Orders are processed in the order we receive each request. We require 5 to 7 business days for processing.

Policy: **INCOMPLETE ORDERS WILL NOT BE PROCESSED.**

Policy: A valid phone number must be listed on the Form Request. A staff member will call once the Form is completed.