

Midwest Allergy and Asthma Clinic, P.C.

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SCHOOL FORM POLICY

Properly completing school forms requires an updated medical history, recent physical exam, up to date weight, and often involves dosing adjustments for emergency medications. These tasks cannot be properly performed without an office visit.

Therefore, school forms can only be completed for those patients who have had an in-office visit within the past 12 months. This is a medical liability and safety issue, and exceptions will not be made.

Plan ahead and schedule your back-to-school appointments as soon as your forms are available in the spring or early summer. If you wait until late summer to call, you are unlikely to secure an appointment before the first day of school. If your school or childcare provider does not require their own forms, we will recommend using the forms provided on our website.

In order to facilitate the process, please pay attention to the following checklist:

- Has your child had an appointment within the past 12 months? If no, you must schedule an appointment for forms to be completed. If yes, you may send the forms to our office for completion. You may drop the forms off at the front desk or email the forms to info@mwaac.com. **We will only accept emailed forms in PDF format.***
- Do you already have all the forms needed? Some school districts and daycare facilities have their own specific forms. You are required to provide these forms or use the ones provided on our website.
- Have you filled out your portion of each form prior to bringing it to the office? This includes your child's name, date of birth, what foods they are avoiding (if food allergy), medication used, do you want them to self-

carry/self-administer, do you want to pretreat? Our office will not accept blank forms for completion.

- Did you provide our office with the school/daycare fax number? Our office will scan the completed forms and fax a copy directly to your child's school or daycare. We can email copies of the form upon request, emailed documents will come securely through Zix and will require creating a login to download.

Please allow our office up to two weeks to complete all forms.

This policy has been created to ensure that all children have emergency action plans and school health plans that are accurate and up to date. We thank you in advance for your cooperation.

***If you are unable to scan your document into a PDF, there are several apps that can be downloaded that will do this for you. A recommended app is Genius Scan. Simply scan photos of your document, and it will format it into a PDF to be emailed.**