

Summer camps and school enrollment time - form season is here! We know these forms are crucial for your children and often have deadlines. Some tips for getting your forms completed efficiently:

- If your child has an upcoming well visit or sports physical, please bring any forms to the visit. Please have all parent sections completed! This is the optimal time to get your forms completed and most efficient. You will frequently get it back the day of your visit.
- Outside of a visit, our preferred method is to upload your forms through the patient portal. It will be returned to you via secure message.
  - *Upload a PDF version to portal with all parent portions completed.*
    - Tip: fillable PDFs must be printed and re-uploaded to your computer. Saved fillable PDF comes up blank on our end! Please see our [CAP Patient Basics](#) to learn how to upload to portal via desktop or mobile.
    - Medication forms - it is helpful for parents to write the name of the medication(s) whether prescription or over the counter. If we get a blank medication form, it will delay the return of all your forms until we confirm what you are sending to school/ camp.
  - *Upload forms specific to each child in your family (not multiple siblings to one child's chart).*
  - *Please include whether your child has tested positive for COVID in the last 6 months as part of the portal message.*
  - Your child must have had a physical in the last 365 days for form completion. VHSL forms must have a physical or sports physical AFTER May 1, 2022 for the next school year.
  - *Turnaround time is typically 5-7 business days. We are flooded with forms, often with multiple for each child. Forms submitted after 7/31/22 may not be completed before the school year unless at your child's actual well visit in the office. Please be mindful of this.*
  - *Charge is \$15 per separate form.*