

I need a Letter or form completed

Has your child been seen for a wellness exam in the last 12 months?

Yes

No

Did you discuss the situation/diagnosis surrounding the content of the letter at that or a subsequent visit?

Yes

No

Please schedule a wellness visit. We can't write letter or complete form until wellness is up to date.

Please schedule an appointment to discuss the issue/diagnosis.

Please complete the form (attached) in full. Please note we can't complete the letter or form if any missing information.

- Allow 7 business days for completion.
- Any applicable fees must be collected before completed form/letter will be provided.
- Expedited letters/forms have an additional fee.
- Return the form to our Medical Records Department.
 - 9095 N. Hess St.
Hayden, ID 83835



Form/Letter Completion Request

In order to complete your form or letter, we request that you complete all of the parental/patient information required on the form if any. We also request that you complete the following information:

Patient Name and DOB: <i>(Please Print)</i>	
Your Name, Relationship to Patient, and Phone Number: <i>(Please Print)</i>	
Type of Form/Letter Requested:	
Which Provider has been working with you/your child?	
Date form/letter is needed: <i>(If needed sooner than 5-7 Business days, Expedited Fee of \$10 will be added)</i>	
Signature and Today's Date:	
Which office would you prefer for pickup? <i>(Please circle)</i> <div style="text-align: center;">Or</div>	Coeur d'Alene Post Falls Hayden
Please mail to: <i>(We cannot Fax or Email)</i>	

FOR STAFF USE ONLY

FRONT		
Form information completed	Yes	No
Visit needed	Yes	No
Expedite	Yes	No
Date routed to medical records:		
Staff initials:		

MEDICAL RECORDS			
Fee required	Yes	No	
Expedited fee collected	Yes	No	
Date fee collected:			

Date routed to front for pickup:
Staff initials:

Date picked up by patient/parent:
Staff initials:

Date form mailed:
Staff initials: