



**northside
pediatrics**

Paperwork & Medical Record Request Policy

Please allow up to 3 business days for any daycare, sport, camp, or other administrative form to be completed and signed by the patient's primary care physician. Additional time may be needed if your physician is not in the office or due to the complexity of the request. If you have an urgent need, we will try our best to complete the form quickly but are unable to guarantee early completion.

Immunization records may be requested and printed at the front desk at any time. You may also access immunization records through our patient portal.

Medical records may be requested in person by a parent or legal guardian of a patient under 18 or by the patient if 18 or older. Please allow up to 10 business days for this request to be processed. A fee of \$20 must be paid prior to printing records. Once a release of records request has been made for the purpose of transferring to a new office, the patient account will become inactive and appointments may no longer be scheduled at Northside Pediatric Associates.