

Dr.s Hackett and Ginsburg's
2020 CAMP/SPORTS/SCHOOL FORM
PROCEDURE CHANGE *READ CAREFULLY*

The COVID 19 pandemic has forced all businesses to change their day-to-day routines for the safety of all. The healthcare community had the privilege of taking the lead during this crisis, and our practice has taken that responsibility very seriously!

We immediately began adjusting our practice methods to ensure the safest possible environment for our staff and physicians, which in turn allowed us to provide that same level of safety to our patients while also maintaining our high standard of medical care.

As camps, activities, schools etc. start back up, so will the need for forms, however under the current circumstances, we cannot allow unsupervised access to our office. We will make every effort to complete your forms in a timely manner.

Please read these instructions and choose the option that works best for you.

FORM DROP OFF OPTIONS:

1. **Very important-every page of every form must be labeled with the patient's full name and date of birth. Complete all parent sections. Blank forms or unidentifiable forms will be shredded.**
2. **Drop box option:** Enclose the forms in an envelope OR make sure each set of forms are securely stapled together and clearly indicate how you would like them returned to you. We have installed a black lock box outside of our '206' office door. The box will be clearly labeled 'FORM DROP BOX'. Please try to drop the forms off between the hours of 7:30am-4:30pm Monday-Friday. We cannot be responsible for the safety or condition of forms dropped off after-hours.
3. **Fax option:** Please include a cover sheet (can be printed from the 'Forms' tab on our website). Fax forms to 410-315-8444.

FORM RETURN OPTIONS:

1. **Athenahealth patient portal:** Make sure your portal account is set up, call the office 410-647-8300 if you need assistance. All forms will be posted under "My Health>Test Results>Instructions to School". The portal can be accessed from our website, go to www.spdocs.net and click on the blue Athenahealth patient portal icon. Immunization records can also be printed out from the portal.
2. **Fax return:** please provide a designated, secure fax number when preparing your forms for drop off.
3. **U.S. postal service:** please provide your home address when preparing your forms for drop off.

PRICING: \$15/set of forms for one activity, processed within 5-7 days

\$35/set of forms for one activity, same day completion

*****Payment options: enclose a check with your forms, or online using the Athenahealth portal.**