

Crown Colony Pediatrics
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MEDICAL RECORDS POLICY

We keep a standard medical record on each child in the office. You will be given an immunization booklet by the hospital where your child is born or at your first visit in the office. Please bring this with you at each visit so we can update it accordingly. We encourage parents to keep a record on each of their children including illnesses, accidents, allergies, etc. Call the office before coming in to pick them up as we do not mail records due to the risk of them becoming lost.

We require a minimum of 48 hours' notice for a copy of your medical records.

There is a charge of \$5.00 per child to reproduce his/her medical record and payment is due upon receipt. We may increase this fee for excessively large records over 20 pages or records requiring a mailing to the amount of \$25.00. Medical forms, including but not limited to, athletic, camp, college entrance will be prepared with a charge of \$5.00 per form, per child and payment is due upon receipt.