

ALLERGY & ASTHMA CENTER OF MASSACHUSETTS

Allergic and Respiratory Medicine
Adult and Pediatric

Daniel G. Steinberg, M.D.
John L. Ohman, M.D.

Chestnut Hill Medical Center
25 Boylston Street - Suite 215
Chestnut Hill, MA 02467

TEL 617-232-1690
FAX 617-739-7082

Medication Authorization Forms for School / Camp

In order for us to accommodate the large volume of requests for medication authorizations during peak seasons when patients require authorization forms for school (August 1 – September 10) or camp (April 15 – July 1), parents should be aware of the following policies which will facilitate more timely preparation of their children's allergy/asthma action plans which require review by our physicians and medical staff.

1. **Action plans from patient visits** - Every patient is provided with a detailed written action plan from this office at each visit. Parents are encouraged to keep these plans and append them to their children's school/camp record, since this document includes all of the information requested by most schools/camps and has been signed/dated by the child's physician. If additional documentation is required, please let our staff know at the time of your appointment.

Parents of pediatric patients who have action plans completed in the spring (camp) should keep them for school in the fall unless changes have occurred in their child's condition which warrant a change in their treatment plan.

2. **Digital / e-mail Forms** – Effective spring 2007, we will be handling school/camp forms electronically. Requests submitted in this manner will receive first priority. In addition to the action plan you receive at each visit, this office will provide you with one updated digital copy of your child's action plan/medication authorization on our letterhead per year upon request. This form includes all relevant information required for medication authorization at school or camp. Parents should update their current email address with our staff, who will be pleased to transmit this document to you electronically, free of charge.
3. **Paper Forms / Additional Services** – For parents requesting additional services related to their children's action plans beyond those listed above, including physician review and completion of healthcare related documents from schools/camps or institutions, a charge for these services will apply.

Due to the time associated with processing these requests, should you require a paper copy of your child's forms, a self-addressed stamped envelope must accompany all written requests for paper documentation. Requests submitted in this manner will expedite processing, but will be handled after other electronic requests are processed. Parents should retain a copy of these forms for their records.

4. **Help us, help you. Plan ahead** – For those requesting rush completion of forms in less than 72 hours, a charge for these services will apply. We can not accommodate requests for completion of school/camp forms on a walk-in basis during office hours.
5. **Third party transmissions** - Transmittal of a child's forms to school/camp officials or other third parties is a parent's responsibility. We are not able to accommodate requests to transmit children's school/camp forms to third parties.

To request a digital version of your child's action plan, please follow the instructions above or contact our office via email at office@massallergy.net. Please include "medication authorization (your child's name)" in the subject box.

Your ability to comply with these policies will allow us to better serve your child's needs during and after