

Completion of Forms



Expected Timeframes

How long will it take for forms to be processed?

- A **Release of Information** is needed for most documents to be sent to anyone besides your child's Primary Care Provider or Pediatrician. Sibley staff will request this information before we can begin the process.
- If you would like this information **emailed** to you; we must have a valid email address in your child's chart.

Obtaining and completing a Release of Information (ROI):

- Visit www.kidsheart.com, scroll to the bottom margin and download **Authorization to Release/obtain PHI** form.
- Email the form(s) that need to be completed along with the **Release of Information** to:
 - **Health Information Services – HIS@kidsheart.com**

Expected timeframes for completion of our most received forms:

10 Business Days

- Adoption Forms
- Exceptional Family Member Program (Documents for Military Families)
- 504 Plan (School Form)
- FMLA
- Katie Beckett
- Letter of Medical Necessity Forms/Letter Requests
- Letter Requests for Immigration
- SSI Forms

7 Business Days

- Cardiac Clearance
- Dental Clearance
- Home Health Forms
- Sports Clearance
- Surgery Clearance
- WIC Forms

Reminder: Enrolling in MyChart at your next appointment is the fastest and easiest way to send and receive information from your child's cardiologist.