

Online form submission through website:

- 1- Visit <https://potomacpediatrics.com/forms-school-camp-or-daycare/> to find a list of our pre-populated forms
- 2- Select your form
  - a. *If your form is not listed, you may manually submit your form through the website. Move to step 8 for instructions*
- 3- Complete all required fields
- 4- After electronically signing the document, you will be asked to confirm your email, through a link sent to your email:

POWERED BY  
Adobe Sign

### Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "Maryland State Health Inventory Form" until you've confirmed.

- 5- The email will appear in your mailbox as:

● Adobe Sign      ★ Please confirm your signature on Maryland State Health Inventory For... T

- 6- Open the email and confirm your email address:



Thank you for signing Maryland State Health Inventory Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

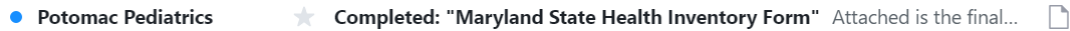
[Confirm my email address](#) ←

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Maryland State Health Inventory Form as a PDF.

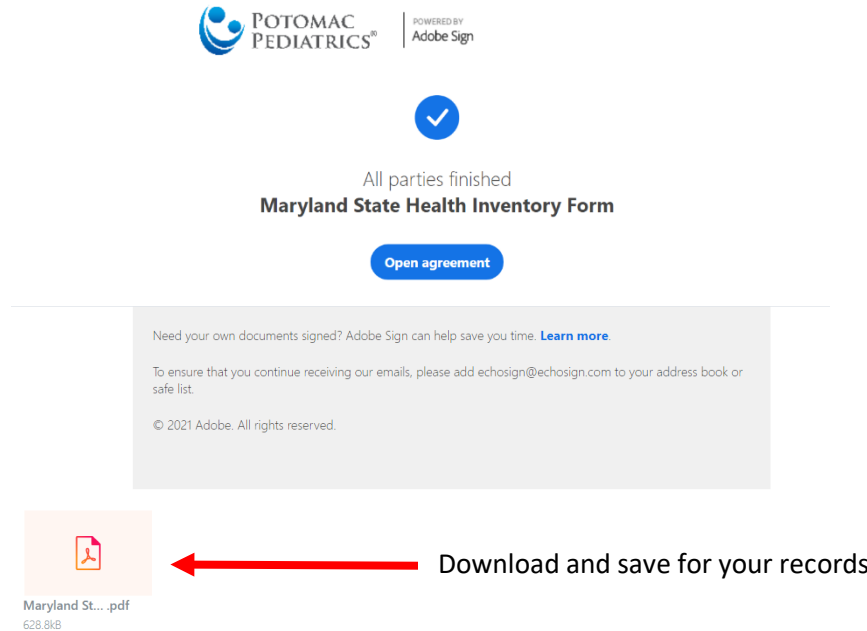
- 7- Once you have confirmed your email, the message below will appear on your screen, confirming your form was successfully sent to us:

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After we complete our portion of the form, we will email you the completed form back. It will appear in your mailbox like this:



The final signed document will be attached as a PDF located at the bottom of the email for your records:



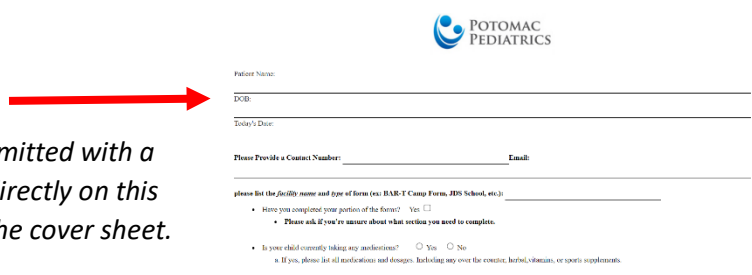
**Steps 8-11 are to be followed only if you have to manually submit your form**

8- If your form is not listed, scroll down to the bottom of the webpage to submit your form:

Health forms not available on our website through automatic submission may be submitted by completing the cover sheet below and attaching your forms. Please ensure the parent section is completed prior to submitting your forms. Failure to complete the cover sheet and/or parent section will result in your forms being rejected.

Please note that all forms may take up to 7 business days to be completed. We receive the highest volume of health forms April-August, resulting in completion times that may take the full 7 days. Forms are completed as they are submitted. There is no fast-track or expedited process for late submissions.

Forms must be submitted with a cover sheet. Type directly on this form to complete the cover sheet.



Attach your forms here



Attach Form :

Choose File No file chosen

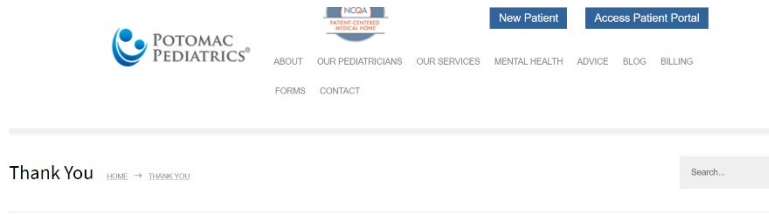
Choose File No file chosen

***\*Please note, forms will be declined if the cover sheet and/or "parents' portion" is not complete***

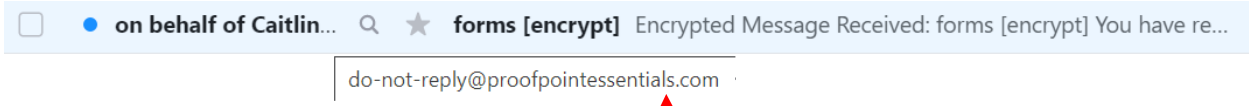
Submit

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9- A “thank you” message will appear once your form has been successfully submitted:



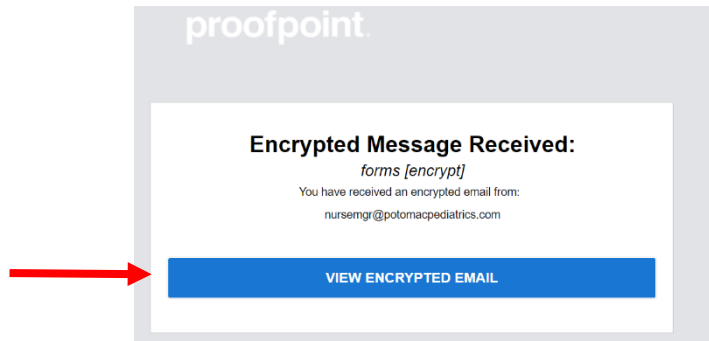
After we complete our portion of the form, we will email you the completed form back. It will appear in your mailbox like this:



This email will come from proofpointessentials.com

***Due to certain email security settings, this email may end up in your junk or spam folder.***

10- Open email up and select “view encrypted email”:



11- Follow the steps to download your form:

Please note, if this is your first time submitting a form in this format, you will be asked to register with Proofpoint once you enter your email address

