

Tuscaloosa Pediatrics, P.C.

___ Denise Brown, M.D.
___ Allison Cunningham, M.D.
___ Joy Dean, M.D.
___ Megan McGiffert, M.D.

Select 1st & 2nd Choice Physician

___ Michelle Parchman, M.D.
___ Julie Vaughn, M.D.
___ Paige Fancher, CRNP
___ Kaila Sullivan, CRNP

Account #: _____

Date: _____

Name you prefer we call your child: _____

Last: _____ First: _____ Middle Name: _____

Date of Birth: _____ Sex: Male _____ Female _____

Home Address: _____

City: _____ State: _____ Zip: _____

Ethnic Group: Hispanic Non Hispanic **Race:** Asian Black White Other _____

Language: Arabic English German Korean Spanish Other _____

Mother Stepmother Guardian

Name: _____

Cell Number: (____) _____

Work Number: (____) _____

E-mail Address: _____

Employer: _____

Occupation: _____

Marital Status: _____

Emergency Contact (other than parent): _____ Phone#: _____

Patient's cell phone number if age 14 years or older. (State of AL Age of Consent is 14) _____

Father Stepfather Guardian

Name: _____

Cell Number: (____) _____

Work Number: (____) _____

E-mail Address: _____

Employer: _____

Occupation: _____

Marital Status: _____

Primary Insurance

Insurance Co: _____

Policy Holder: _____

Contract/ID#: _____

Group #: _____

Effective Date: _____

Relation to Child: _____

Policy Holder Date of Birth: _____

Secondary Insurance

Insurance Co: _____

Policy Holder: _____

Contract/ID#: _____

Group #: _____

Effective Date: _____

Relation to Child: _____

Policy Holder Date of Birth: _____

Does your insurance require a Primary Care Doctor or any type of Physician Referral? _____

Does your insurance require you to use a specific lab or x-ray facility? ___ If so, which one? _____

Tuscaloosa Pediatrics, P.C.
4880 Harkey Lane
Tuscaloosa, AL 35406

HIPAA Authorization Statement

(Please complete the following so we may contact you properly & securely)

Please list any family members or persons (other than parents), if any, whom we may inform about your child's general medical condition and diagnosis (including treatment, payment, and healthcare operations).

Name _____

Phone # _____

Name _____

Phone # _____

Name _____

Phone # _____

Name _____

Phone # _____

If you would like your billing statement and/or correspondence from our office to be sent to an address other than you home, please list below.

Name _____

Address _____

Please list the telephone number(s) you would like to be contacted at for appointment, lab, and x-ray results or other health care information if other than your home telephone number. (Please be aware that a cell phone is not a secure and private line).

Telephone # _____ Telephone # _____

Can confidential messages be left on your voicemail? YES / NO

Can confidential health information be sent via text? YES / NO

(This method of communication is not secure and you are electing to communicate via unsecure text)

Patients Name (Please Print)

Signature (Parent/Guardian if under 18 years of age)

Tuscaloosa Pediatrics Financial and Office Policies

**** PLEASE INITIAL ALL BELOW THAT YOU ACKNOWLEDGE AND AGREE ****

_____ Please be aware if you are a new patient and fail to show up for your 1st appointment without giving a 24 hour notice, you may be asked to find another medical office or physician for medical care.

_____ Please be aware our office does not accept all insurances. You may be asked to transfer out of the practice if you change to an insurance we do not accept, change to a plan we are no longer participating with, or our enrollment for your insurance is full at that time.

_____ All professional services rendered by Tuscaloosa Pediatrics, P.C. are charged to the patient. We will gladly file your insurance for you. However, the parent or guardian is responsible for all fees that are not covered by the insurance.

_____ Please be aware that our office is open most Federal Holidays, and if your child is seen, there is a Federal Holiday code (CPT 99051) that we do charge. This fee will be billed to your insurance provider, but may be applied to your copay, coinsurance, or annual deductible. If not covered by your insurance, you will incur an additional fee for this service.

_____ Payment is due at time services are rendered (such as co-pays, deductibles and non-covered services) regardless of who brings the patient in for his/her visit. There will be a \$15.00 administrative fee added to your account if your co-pay is not paid at the time of service. We accept cash, check, Visa, and MasterCard.

_____ We feel strongly about children having routine well check-ups. Per American Academy of Pediatrics, children should receive preventative health care at the ages listed below. We expect our parents to follow these guidelines so that we may continue to provide quality healthcare to our children. We understand there are some insurance policies that do not cover yearly check-ups, but do not feel this is a reason for your child not to have them. Failure to do so may result in being discharged from the practice.

- | | | |
|--------------------|--------------------|------------------------------|
| - 3-5 days of life | - 6 months of age | - 24 months of age |
| - 2 weeks of age | - 9 months of age | - 30 months of age |
| - 1 month of age | - 12 months of age | - 3-18 years of age - yearly |
| - 2 months of age | - 15 months of age | |
| - 4 months of age | - 18 months of age | |

_____ If your child is not current on routine check-ups, any refill on chronic medications and/or any routine immunizations may be denied until your child is current on routine check-ups.

_____ No well visits or immunizations will be given if you have an outstanding account balance.

_____ It is the patient's responsibility to know your insurance benefits and whether the physicians in this practice are preferred providers. Some insurance companies require referrals to specialists and urgent care facilities. It is your responsibility to notify our office within 48 hours if you are seeing or have seen another physician. Don't assume that referrals are done if you don't speak to someone in our insurance office, even if our physicians or nursing staff refer you.

_____ We will not give referrals to urgent care facilities or emergency rooms if you go during our regular business hours unless approved in advance, for a life-threatening emergency or we instruct you to go because we are unable to schedule an appointment here in a timely manner.

_____ Most insurance companies allow 30-45 days for you to add your newborn to your insurance policy. We require you to pay for the visit in full for the 2 month check-up if we cannot verify your baby's enrollment before the visit.

Tuscaloosa Pediatrics Financial and Office Policies

_____ We must have a release signed by a parent or guardian on file to release medical records. We request your account be paid in full in order to release your medical records if you are transferring your child/children to another physician. Accounts that are not paid in full or arrangements made to do so will be treated as a bad debt and will be forwarded to a collection agency.

_____ There is a fee and a 72 hour waiting period on all medical forms, blue cards not associated with a check-up and medical record copying. Please check with the office staff in advance on the cost for each request.

_____ There is a \$20.00 fee for after hours telephone calls. Please read and follow our Telephone Policy to avoid unnecessary costs.

_____ If you do not cancel your appointment 24 hours prior to the scheduled appointment time, you will be charged a No Show/Failure to Cancel fee. Any office visit that is scheduled with a Physician will incur a \$50.00 No Show/Failure to Cancel fee. Any visit scheduled with a nurse will incur a \$10.00 No Show/Failure to Cancel fee. Repeat offences could result in being discharged from the practice.

_____ If you have not arrived to your appointment within 15minutes of your scheduled appointment time, we will assume you are not coming. In such case, you will be charged the missed appointment fee.

_____ There is a \$25.00 fee on all returned checks.

_____ Please review our OFFICE FEES for additional forms and service fees.

Agreement to Accept Financial Responsibility, Insurance Authorization and Assignment of Benefits

I acknowledge that, at my request, Tuscaloosa Pediatrics, P.C. has provided my dependent with professional services and I agree to the above financial policy. I also understand that if I fail to comply with this agreement, and if my account becomes more than 90 days past due, it may be turned over to a collection agency, an attorney or small claims court for collection. I understand the collection agency charges Tuscaloosa Pediatrics a 33 1/3% fee in an effort to collect outstanding balances. This fee will be added to my bill and become my responsibility.

I hereby authorize Drs. Brown, Cunningham, Dean, McGiffert, Parchman, Vaughn and CRNPs, Kaila Sullivan and Paige Fancher to furnish medical information to my insurance carriers for payment of claims. I hereby assign to the physicians all payments for the medical services rendered to myself or my dependents. I understand that I am responsible for any amount not covered by insurance.

Communications Regarding My Account

Until my account is finally settled, I give my direct consent to receive communications regarding my account from any servicers and any collectors of my account, through various means such as 1) any cell or text number that I provide, 2) any email address that I provide, 3) auto dialer systems, 4) voicemail messages, and other forms of communications.

PATIENT NAME/NAMES -- PLEASE LIST EACH FAMILY MEMBER THAT IS A PATIENT HERE

Signature of Responsible Party

Relationship

Date

**TUSCALOOSA PEDIATRICS
PERMISSION TO ACCESS PRESCRIPTION HISTORY**

I, _____, whose signature appears below, authorize Tuscaloosa Pediatrics PC providers and staff to view the prescription history via the Retail Prescription Hub service for the patient listed below.

Patient Name (Please Print)

Patient Date of Birth

By initialing, you are agreeing to the respective terms and conditions set below and are fully agreeing to the terms above.

_____, I understand that the prescription history is from multiple other unaffiliated medical providers, insurance companies and pharmacy benefit managers and may be viewable by my providers and staff here, and it may include prescriptions back in time for the last 2 years.

My signature certifies that I have read and understand the above and that I authorize the access.

Signature of Parent/Guardian

Relationship to Patient

Date

Sick Complaints at a Well Child Checkup

If you bring your child to a Well Child checkup and they are also sick or they have a new medical complaint, a worsening chronic medical problem, a medical condition where they are due for a recheck/medication refill, or if a new medical issue is discovered by your physician during the visit, most insurance plans require us to file a separate visit code for these types of problems when they are addressed at a Well Child Checkup. Because of this, your insurance may require you to pay a copay or deductible like you would at a separate visit just for that problem. We know there are some physicians out there that require a separate visit to cover any new problems but we know your time is valuable and we try to address all your issues in one visit whenever possible. In these cases, it may be necessary for you to pay a copay or deductible even if your insurance does not require a copay for Well Child Checkups.

WELL VISITS typically include: Tracking growth, checking vital signs, a full physical exam, evaluating developmental milestones and/or school performance, evaluating vision and hearing, evaluating diet and nutrition, evaluation of emotional well-being, medical risks based on family history, screening labwork when indicated, routine childhood immunizations, evaluation of stable chronic medical conditions, anticipatory guidance regarding common issues at your child's age, and filling out sports physical forms if needed

EXAMPLES of a few situations in which it may become necessary for us to file a separate sick visit code are below. We are unable to give examples of every situation that could arise that insurance would require additional codes of course.

A child who has been having headaches for the past 2 months.

A child with asthma who has been having to use their inhaler more frequently over the past few weeks and requires medication changes.

A child who has a fever at their Well Check Up and requires a flu test and a prescription for an antibiotic for their newly diagnosed ear infection.

A child who is found to have a foreign body in their ear on exam.

A child who is due for their ADHD or Anxiety medication visit at the same time as their checkup.

WHY DOES IT HAVE TO BE BILLED DIFFERENTLY? It is billed differently to account for the additional work, expertise, and time required for both the Well Check Up and the Sick visit (additional lab work, x-ray, referrals and/or prescription medications). For example, think about taking your vehicle in for an oil change (routine maintenance) and mentioning to the mechanic that your brakes are squeaking and your windshield wipers are not working well. In addition to the oil change, your car might require additional work on your brakes and replacement windshield wipers. Since additional services were provided, you would be charged for more than just the oil change.

If you have any questions regarding your child's bill, our insurance department is always glad to answer any questions. You may also need to talk directly to your insurance company to understand what your plan does and doesn't cover and when a copay or deductible is required.

Patient Name

Patient Date of Birth

Parent/Guardian Signature

Date

Tuscaloosa Pediatrics

Policy for Divorced or Separated Parents

Our highest priority is the care of our patients. We have many patients whose parents are either separated or divorced and we are happy to work with either or both parents to make sure the child's healthcare needs are met.

When a child is seen in our office and accompanied by either parent, we will assume that parent has the authority to make medical decisions for the child, unless we are instructed otherwise by legal documentation.

It is essential that both parents reach an agreement regarding their child's healthcare needs prior to arriving at our office as we will not mediate disagreements. We will discuss our medical assessments and recommendations with the parent who accompanies the child to the office or contacts us by telephone or portal. However, we are happy to answer any questions regarding your child's health from either parent at any time.

Copays will be collected at the time of service by the accompanying parent or guardian, regardless of divorce decree. If the court agreement states otherwise, we will be happy to provide a receipt at the time of the visit for medical reimbursement to be settled privately between parents.

Yearly paperwork should be completed the same by each parent. Both parents need to discuss and agree on how demographics should be completed. This includes home and billing address and who should be listed on the HIPAA. Patient demographics will be updated based on the most recent update we have been given.

It is essential that parents communicate with each other regarding insurance policies. There are often times when a child has more than one insurance policy. In these situations, all policies must be made aware of each other. It is the parents' responsibility to make sure Coordination of Benefits (COB) is updated so that claims are processed and paid correctly. If we are made aware of a COB issue and it is not resolved, all insurance policies will be inactivated and patient will be considered self-pay until this issue is resolved.

Tuscaloosa Pediatrics providers and staff will not become involved in disputes between family members. Should a dispute interfere with your child's healthcare, or should an issue become disruptive to our practice, we will discharge the patient from further treatment.

PATIENT NAME

PATIENT DATE OF BIRTH

Signature of Parent/Legal Guardian

Relationship

Date