

Tuscaloosa Pediatrics, P.C.

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

Select 1st & 2nd Choice Physician

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

Account #: _____

Date: _____

Name you prefer we call your child: _____

Social Security #: _____

Last: _____ First: _____ Middle Name: _____

Date of Birth: _____

Sex: Male _____ Female _____

Home Address: _____

City: _____ State: _____ Zip: _____

Sibling: _____ DOB _____

Sibling: _____ DOB _____

Sibling: _____ DOB _____

Sibling: _____ DOB _____

Ethnic Group: Hispanic Non Hispanic

Race: Asian Black White Other _____

Language: Arabic English German Korean Spanish Other _____

Select one for Appointment Reminders: Text#: _____ Phone#: _____

Email: _____

Mother Stepmother Guardian

Father Stepfather Guardian

Name: _____

Name: _____

Cell Number: (____) _____

Cell Number: (____) _____

Work Number: (____) _____

Work Number: (____) _____

Home Number: (____) _____

Home Number: (____) _____

E-mail Address: _____

E-mail Address: _____

Employer: _____

Employer: _____

Occupation: _____

Occupation: _____

Social Security #: _____

Social Security #: _____

Driver License/St.: _____

Driver License/St.: _____

Marital Status: _____

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) _____

Primary Insurance

Secondary Insurance

Insurance Co: _____

Insurance Co: _____

Policy Holder: _____

Policy Holder: _____

Contract/ID#: _____

Contract/ID#: _____

Group #: _____

Group #: _____

Effective Date: _____

Effective Date: _____

Relation to Child: _____

Relation to Child: _____

Policy Holder Date of Birth: _____

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, Alabama 35406
Phone 205-333-8222
Fax 205-333-8233

Consent to Receive Cell Phone Calls or Text Messages

As a service to our clients we provide a courtesy appointment reminder call and possibly other important calls that may be placed using a pre-recorded message. By providing your cell phone you consent to receive such calls or text messages on your cell phone. If you do not want to be contacted in the above manner, please do not provide your cell phone number when you complete the Demographics information.

Parent/Patient Signature: _____

Date: _____

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 the family members or to the persons, 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 # _____

Please list the family member or significant others, if any, whom we may inform about you r child's medical condition ONLY IN CASE OF EMERGENCY.

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 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.

We are required to report visits outside of normal business hours to your insurance provider. Any appointment scheduled before 8am, after 5pm, and on Saturday or Sunday will incur an additional fee. This fee will be billed to your insurance provider, but may be applied to your copay, coinsurance, or annual deductible.

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 \$10.00 administrative fee added to your account if your co-pay is not paid at the time of service. We accept cash, check, Visa, MasterCard, American Express and Discover.

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.

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 \$10.00 fee for after hours telephone calls. Please read and follow our Telephone Policy to avoid unnecessary costs.

There will be a \$40.00 No Show/Cancellation fee for failure to cancel your appointment 24 hours prior to the scheduled appointment time. You could be asked to find another physician for repeat offences.

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 \$40.00 missed appointment fee.

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

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, McGiffert, Parchman, Vaughn and Kaila Sullivan, CRNP 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

Patient Date of Birth

Signature

Relationship

Date

Sick Complaints at a Well Child Checkup

If you bring your child to a Well Child checkup and they are sick, have a new medical problem, a worsening chronic medical problem, or a new medical problem 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 copy 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, refills of routine medications, 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.

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

Receipt of Privacy Practices Written Acknowledgement Form

I, _____ as parent or legal guardian of
_____ have received a copy of the Notice of Privacy
(Name of Child)

Practices Form from Tuscaloosa Pediatrics, P.C.

Signature of Parent or Guardian: _____ Date: _____