Pediatric & Adolescent Center of NW Houston, PA

Phone: (281) 374-9700 Fax: (281) 370-8765
www.pedsofnwh.com

Please print clearly and complete all sections of form.

PATIENT INFORMATION

Last Name _____First _____Middle_____DOB _____Sex _____

Last Name _____First _____Middle_____DOB _____Sex _____

Last Name _____First _____Middle_____DOB _____Sex _____

Last Name _____First _____Middle_____DOB _____Sex _____

Race: □ American Indian/Alaska Native □ Asian □ Black/African American □ Native Hawaiian or other Pacific Islander □ White
Ethnicity: □ Hispanic □ Not Hispanic
Language: □ English □ Spanish □ _____
How did you find out about us: □ Another Patient/Word of mouth □ Insurance □ Hospital ■ Social Media □ Other _____

Address: _____ Apt _____ City/State/Zip _____

Pharmacy: _____ Street Intersection _____

Mother's Name _____ Date of Birth _____ SSN _____-_____-_____

Father's Name _____ Date of Birth _____ SSN _____-_____-_____

Child lives with both parents: □ Yes □ No. If not, Child's Custody: □ Mother □ Father □ Other _____

Mother's Phone: _____ Father's Phone: _____ Other: _____

Preferred Method of contact (this is where texts messages should be sent): □ Mother □ Father □ Other _____

Mother's Address (if different from above): _____ City/St/Zip _____

Father's Address (if different from above): _____ City/St/Zip_____

Email address: _____

EMERGENCY CONTACT (other than parent)

Name: _____ Relation: _____ Phone: _____

INSURANCE INFORMATION

Primary Insurance Company _____ Customer Service # _____

Subscriber Name _____ DOB _____ Relation to patient _____

Secondary Insurance Company _____ Customer Service # _____

CONSENT AND FINANCIAL RESPONSIBLITY

CONSENT
By signing below, I consent to be evaluated and treated by my provider(s) at Pediatric & Adolescent Center of NW Houston, PA. I consent to services, treatment and diagnostic procedures including but not limited to medications, laboratory tests and other studies as ordered by my provider.

FINANCIAL RESPONSIBILITY
By signing below, you understand that you are financially responsible for all charges pertaining to your care. If you have medical insurance, we will bill it for the services we provide. By signing below, you agree that you have insurance coverage as above and assign directly to Pediatric & Adolescent Center of NW Houston, PA all medical benefits, if any, otherwise payable to you for services rendered. You hereby authorize Pediatric & Adolescent Center of NW Houston, PA to release all information necessary to secure the payment of benefits or process your insurance claims. However, please understand that insurance is a contract between you and/or your employer and your insurance carrier. If we provide services that are required by medical standards of care and in case the insurance does not pay for them, these charges are your responsibility. It is also your responsibility to advise us of any updates or changes to your insurance. Most insurances require that claims be filed not more than 60 days after service and delays in filing due to incorrect insurance information may lead to non-payment of such claims. In such cases, the unpaid charges will become your responsibility. Copays and estimated deductible rates are due at the time of service. After your insurance company has paid on your claim, if there is any unpaid balance, we will send a statement of charges to you. Your insurance company may also send you an Explanation of Benefits (EOB). The balance on your account is due immediately once responsibility has been determined by the EOB or by our statement. I have been provided a copy of the full office policy.

Signature of Parent/Legal Guardian _____ **Date** _____

PEDIATRIC & ADOLESCENT CENTER OF NW HOUSTON, PA
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PATIENT NAME:_____**DOB**_____**DATE** _____

ALLERGIES: Please list any drug allergies _____

DAILY MEDICATIONS:_____

PAST MEDICAL HISTORY

1. Has patient been hospitalized or visited ER in past 12 months? No

If yes, When_____Where_____Why _____

2. Please list any surgery(s) the patient has had with the date(s)?_____

3. Please check if the patient has been diagnosed with the following in the past?

☐ ADHD ☐ Allergies ☐ Anxiety ☐ Autism/Aspergers ☐ Ear Infections

☐ Eczema ☐ Frequent Respiratory Infections ☐ Migraines ☐ Trouble in School

☐ Seizures ☐ Sleep Disorders ☐ Staph Infections ☐ Urinary Tract Infections

Other _____

SOCIAL HISTORY

1. Please list the members of the household: _____
(Ex: mom, dad, 2 brothers)

2. Is patient exposed to pets? Yes If yes, what kind? _____

3. Is patient exposed to smoke? Yes

4. Does patient attend daycare? Yes Other_____

Age of Father _____ Age of Mother _____ ~~Ages of Siblings~~ _____

FAMILY HISTORY Please circle any of the following illness/problems that the *immediate* family has had.

☐ Allergies	☐ Bleeding Disorder	☐ Eczema	☐ High Cholesterol (Dad)
☐ Asthma	☐ Cancer	☐ Seizures	Other _____
☐ Autism	☐ Diabetes	☐ Thyroid Disease	_____

☐ Patient is Adopted. ☐ Unknown History –Patient is Adopted. Is patient aware of adoption? Yes

BIRTH HISTORY (Please complete for patients under Age 1)

Delivery Method_____Hospital of Delivery _____

Birth Complications_____Prenatal Complications _____

Was labor difficult or prolonged? _____

Full Term or Premature (Weeks of Gestation_____) Birth Weight_____Length _____

Hepatitis B Vaccine given at Birth? No Date:_____Newborn Hearing Screening: Pass

Any Newborn Issues: _____

Pediatric & Adolescent Center of NW Houston, PA

CONSENT TO USE OR DISCLOSE INFORMATION FOR TREATMENT, PAYMENT OR HEALTH CARE OPERATIONS

The patient hereby consents to the use or disclosure of his/her individually identifiable health information (protected health information) by Pediatric & Adolescent Center of NW Houston PA in order to carry out treatment, payment, or health care operations. The patient should review Pediatric & Adolescent Center of NW Houston PA Notice of Privacy Practices for Protected Health information for a more complete description of the potential uses and disclosures of such information, and the patient has the right to review such Notice prior to signing this consent form.

Pediatric & Adolescent Center of NW Houston PA reserves for itself the right to change the terms of its Notice of Privacy Practices for Protected Health Information at any time. If Pediatric & Adolescent Center of NW Houston PA does change the terms of its Notice of Privacy Practices, the patient may obtain a copy of the revised Notice.

Patient retains the right to request that the Facility further restrict how his/her protected health information is used or disclosed to carry out treatment, payment, or health care operations. Pediatric & Adolescent Center of NW Houston PA is not required to agree to such requested restrictions; however, if Pediatric & Adolescent Center of NW Houston PA does agree to Patient requested restriction(s), such restrictions are then binding on Pediatric & Adolescent Center of NW Houston PA.

At all times, Patient retains the right to revoke this Consent. Such revocation must be submitted to Pediatric & Adolescent Center of NW Houston PA in writing. The revocations shall be effective except to the extent that Pediatric & Adolescent Center has already taken action in reliance on the Consent.

Pediatric & Adolescent Center of NW Houston PA may refuse to treat Patient if he/she (or an authorized representative) does not sign this Consent Form (except to the extent that Pediatric & Adolescent Center of NW Houston PA is required by law to treat individuals). If Patient (or authorized representative) signs this Consent Form and then revokes Consent, Pediatric & Adolescent Center of NW Houston PA has the right to refuse to provide further treatment to Patient as of the time of revocation (except to the extent that Pediatric & Adolescent Center of NW Houston PA is required by law to treat individuals).

I HAVE READ AND UNDERSTAND THIS INFORMATION. I HAVE RECEIVED A COPY OF THIS FORM AND I AM THE PATIENT, OR I AM AUTHORIZED TO ACT ON BEHALF OF THE PATIENT TO SIGN THIS DOCUMENT VERIFYING CONSENT TO THE ABOVE STATED TERMS.

_____ _____

Signature of Patient/Guardian Date

_____ _____

Print Name of Patient/Guardian Relationship to Patient

Pediatric & Adolescent Center of NW Houston, PA

HIPAA PATIENT QUESTIONNAIRE

_____ _____

Patient Name Date of Birth

_____ _____

Parent/Guardian Name DL Number

1. Please list other persons, if any, whom we may inform about your general medical condition and your diagnosis:

_____ _____

_____ _____

2. Please list other persons, if any, whom we may inform about your medical condition ONLY IN AN EMERGENCY:

_____ _____

_____ _____

3. Please list other persons, if any, with whom we may discuss your billing information (including patient balances).

_____ _____

_____ _____

4. Can confidential messages (i.e. appointment reminders) be left on your home answering machine or voice mail?

YES ☐ NO ☐

5. Can confidential messages be left at your place of work voice mail? YES ☐ NO ☐

I voluntarily give my permission to the health care providers of Pediatric & Adolescent Center of NW Houston, PA to provide medical services as they deem necessary to the above mentioned patient. I understand by signing this form, I am authorizing them to treat my child for as long as I seek care from Pediatric & Adolescent Center of NW Houston, PA, or until I withdraw my consent in writing.

_____ _____

Signature of Parent / Guardian Print Name

_____ _____

Relationship to Patient Date

Pediatric & Adolescent Center of NW Houston, PA
Office and Financial Policy

Our goal is to provide and maintain a good physician-patient relationship. Letting you know in advance of our office policy allows for a good flow of communication and enables us to achieve our goal. Please review our policy carefully. **Initial on indicated lines.**

Appointments

_____1. We value the time we have set aside to spend with you. If you are unable to keep your appointment, please notify us 24 hours in advance so that we may give another patient the opportunity for that appointment. WE DO CHARGE A $40 NO SHOW/LATE CANCELLATION FEE. THE FEE IS CHARGED TO THE PATIENT, NOT THE INSURANCE COMPANY, and is due on or before the patient's next office visit. In order to avoid this fee, please call our office at least 24 hours in advance to cancel or reschedule your well child/med evaluation appointment and at least an hour before your sick visit appointment. Failure to comply with our cancellation policy may result in dismissal from our practice.

_____2. We strive to minimize any wait time; however, emergencies do occur and we appreciate your understanding in advance. Patients that arrive late for an appointment also increase wait time.

3. If you are more than 15 minutes late for your appointment. You may be asked to reschedule your appointment.

4. All patients must complete the patient information forms prior to seeing the doctor and present a current insurance card. To protect your child's record, you must provide a driver's license or photo ID.

5. Minors must have a parent/guardian accompany them to all appointments.

6. If someone other than the patient's parent/guardian will be bringing patient to an appointment we must have a Proxy Consent on file with parent/guardian signature authorizing this person to bring patient to appointment and consent to medical treatment.

7. Services performed on a Federal Holiday, after "normal business" hours or worked in to schedule may be billed an additional fee.

_____8. Our office provides after hours call service for an additional fee that is billed to your insurance. You are responsible for any portions assigned by your insurance company. Any calls that require the physician to be contacted will a incur a separate fee of $25.00 that will be billed directly to the patient.

9. Our practice has a Pediatric Nurse Practitioner on staff. She is trained to provide preventative care and management of common acute and chronic pediatric problems under the supervision of a board-certified pediatrician. Patients consent to see a Nurse Practitioner when they schedule an appointment with her. Patients may refuse to see the Nurse Practitioner and request an appointment with the Pediatrician.

Financial Policy

1. Our office participates in a variety of insurance plans. If we do not participate with your insurance plan, or your child does not have insurance, PAYMENT IN FULL IS EXPECTED AT THE TIME OF SERVICE. We do offer a discount to "Self-Pay" patients. Self-pay patients are expected to pay in *full* at the times services are rendered.

2. According to your insurance plan contract, you are responsible for any and all co-payments, deductibles, and co-insurances. Copayments and estimated deductibles / co-insurances are due at the time of service.

_____3. Due to insurance documentation requirements and coding guidelines, additional services will be billed if a new or existing problem/complaint is addressed at the time of your preventive visit (physical exam, wellness check). Two (2) services will be charged – a preventive visit and an office visit. Applicable copays, deductibles and coinsurance may apply depending on your insurance benefits. Completion of some forms during well child visits are considered necessary for proper assessment and treatment of your child and may result in an additional charge billed to your insurance. You are responsible for any portions assigned by your insurance company.

_____4. If our office is unable to verify your insurance coverage at the time of service, you will be financially responsible for the visit at the time services are rendered.

Pediatric & Adolescent Center of NW Houston, PA
Office and Financial Policy

5. It is your responsibility to keep us updated with the correct insurance information. If the insurance company you designate is incorrect, you will be responsible for payment of the visit and responsible to submit the charges to the correct plan for reimbursement.
6. If your insurance company is an HMO or POS policy it may require you to choose a primary care provider (PCP). You will need to choose a physician from our practice. If we are not the designated PCP, you will be considered self-pay and financially responsible for the visit in full.
7. If your insurance requires a referral or authorization to see a specialist, please find one contracted with your insurance company that you would like to see then call our office back with the information for staff to proceed with referral. Referrals can take up to 5 business days so please call-in advance. Our staff does not find specialists for patients due to the many variables involved. If we have to redo the referral (parent changes the specialist before referral is expired or lets the referral expire without seeing the specialist) or if we have to do an urgent referral within 48 hours there will be a $40 fee due to the amount of time it takes to complete this process. If a fee is charged this will be the patient's responsibility, not billed to the insurance company and due prior on or before the patient's next office visit.
8. Our office verifies your coverage as a courtesy but there is no guarantee until the claim is processed. It is your responsibility to understand your benefit plan with regards to, for instance, covered services and participating laboratories. For example:
    a. Not all plans cover annual physicals, sports physicals, or hearing screenings. If these are not covered, you will be responsible for payment.
    b. Some insurances limit the number of allowable well visits per year and/or have a dollar maximum of benefits payable for well child services. If this benefit is exceeded, your insurance company will not pay and you will be responsible for payment.
    c. Some insurance companies consider visits for ADD or ADHD as mental health and will not cover the claim for services rendered by a medical physician. In this case, you will be responsible for payment.
9. Your insurance company may request that you supply information to them directly in order to process claims (i.e., coordination of benefits, pre-existing information). It is your responsibility to comply with these requests in a timely manner. Failure to do so may result in denial of claims which would then be the patients' responsibility.
10. In cases of divorce and /or separation, the person bringing the child in for treatment will be held responsible for the payment due at the time of service. For past due balances, the person requesting treatment is responsible for the balance on the account. We will be happy to provide a receipt if you need to seek reimbursement from another party.
11. All prior balances must be paid before your appointment. The balance on your account is due immediately once responsibility has been determined by the EOB or by our statement.
12. We accept cash, check, Visa, and MasterCard. A $30 fee will be assessed for any checks returned for insufficient funds.
13. Statements are sent out monthly. Your remittance is due within 10 business days upon receipt of the bill. Any accounts with balances over 90 days with no activity can be turned over for collections and you and your immediate family members may also be discharged from the practice.
14. Overpayments will be refunded to the responsible party within 30 days of the request.
15. If you have any questions about your insurance or your bill, we are happy to help. However, specific coverage issues should be directed to your insurance company. You may contact the member services phone number on the insurance card.
16. If parent changes mind about an injection after it is ordered and drawn up the parent will be financially responsible for the cost. The insurance will not cover it.

Forms

Pediatric & Adolescent Center of NW Houston, PA
Office and Financial Policy

1. We may charge for some forms including Family Medical Leave Act paperwork and any other forms to be completed by the physician. Payment is due when the forms are dropped off and we request a 5-day turnaround time.
2. Typically, a fee will be charged for medical letters requested to be written by the physician. This can vary depending on the nature of the letter.

Transfer of Records

We provide medical records for a fee. If you would like a printed copy the fee is $25.00 for the first 20 pages and $0.50 for each additional page. If you would like a copy of medical records on a CD, we charge a flat fee of $25.00.
A release of information must be signed and please allow up to 15 business days for transfer of records.

Prescription Refills

For medication refills, we require 48 hours' notice. For controlled substance, we require 3-5 business days and appointment is required every 3 months.

Starting January 1, 2020, we will no longer see unvaccinated patients. We will continue to provide care for patients on alternate immunization schedule and unimmunized patients wanting to catch up on immunizations. We will continue to provide science backed information to help parents make an informed decision. Parents are encouraged to call their primary pediatrician and discuss their concerns on this matter. We care deeply for all our patients and wish to continue taking care of them to the best of our ability.

Pediatric & Adolescent Center of NW Houston, PA
Office and Financial Policy

Signature of Understanding: I have read and understand the above stated office and financial policy.

Child(ren) Information:

_____	_____
Name:	DOB:
_____	_____
Name:	DOB:
_____	_____
Name:	DOB:
_____	_____
Name:	DOB:
_____	_____
Parent/Guardian Printed Name	Relationship to Patient
_____	_____
Parent/Guardian Signature	Date

Assignment of Benefits

I, the undersigned, authorize payment of medical benefits to Pediatric & Adolescent Center of NW Houston, PA, for any services furnished to my child by the practice. I also authorize you to release to my child's insurance company or their agent, information concerning health care, advice, treatment, or supplies provided to my child. This information will be used for the purpose of evaluating and administering claims benefits.

Parent/Guardian Signature/Responsible Party _____

Date _____

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CONSENT BY PROXY FOR NON-URGENT PEDIATRIC CARE

(For families who are ongoing patients of Pediatric & Adolescent Center of NW Houston)

I appoint_____, who is my child(ren)'s
(Name of Proxy Caretaker)

_____, as my proxy decision maker for
(Specify Proxy Caretaker's Relation to the children)

consenting to non-urgent medical care for my children listed below. I have the legal right to delegate such consent to the proxy decision maker, who is an adult and legally and medically competent to exercise the authority so delegated. Be advised that protected patient health information may be shared with the proxy to facilitate informed decision making.

Child(ren) Information:

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

LIMITATIONS

Identify any limitations on the kinds of medical services for which this consent by proxy is given. If none, state "none."

_____

_____

_____

Identify any limitations on the time frame for which this consent by proxy is given. If none, state "none."

_____

_____

CONTACT INFORMATION

If the nature of the medical care is not routine, please try to contact me regarding the health care of my children at the following telephone number(s). If you are unable for any reason to contact me, you may rely on the proxy decision maker for consent.

_____	_____
Parent's Name	Parent's Name
_____	_____
Daytime phone	Daytime phone
_____	_____
Evening phone	Evening phone
_____	_____
Cell phone	Cell phone

_____ _____

Signature of Parent Date

_____ _____

Signature of Proxy Date

AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

I hereby authorize the use or disclosure of information from the medical record of:

Patient Name _____ **Date of Birth** _____

Social Security#_____ **Date(s) of service. If all dates of service, write "all"** _____

Pediatric & Adolescent Center of NW Houston, P.A.
www.pedsofnwh.com
455 School Street, Ste 26
Tomball, TX 77375
P: 281-374-9700 F: 281-370-8765

☐ **I authorize the above named organization to release my medical records to:**

☐ **I authorize the above named organization to receive records from:**

_____
Person or Organization

_____
Address

_____
Phone Fax (if applicable)

This information is being released for the following purposes:
☐ Continued Care ☐ Attorney / Litigation ☐ Insurance ☐ Disability ☐ Other _____

INFORMATION TO BE RELEASED:
☐ **All** Medical Records ☐ Consultation/History and Physical Exam ☐ Billing Records ☐ Progress/Visit Notes ☐ Immunization Record
☐ Radiology Reports ☐ Diagnostics / Labs ☐ Other (Specify)_____

- I understand that the information released is for the specific purpose stated above. Any other use of this information without the written consent of the patient is prohibited.
- I understand that the information in my health record may include information relating to sexually transmitted disease, AIDS or HIV; behavioral or mental health services, and treatment for alcohol and drug abuse.
- I understand that I have a right to revoke this authorization at any time in writing and will present my written revocation to the individual or organization releasing information. I understand that the revocation will not apply to information already released in response to this authorization. This authorization expires 180 days from the date of my signature unless specified in writing here: _____
- I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not sign this form in order to ensure treatment. I understand that I may inspect or copy the information to be used or disclosed, as provided in CFR 164.524. I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules.
- **To the party receiving this information**: This information has been disclosed to you from records whose confidentiality may be protected by federal law. If so, federal regulations (42 CFR Part 2) prohibits you from making any further disclosure of it without specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

_____ _____ _____
Signature of Patient or Legal Representative Print Name Date

_____
Relationship to Patient (If Legal Representative)