



Desert Shores Pediatrics Patient Registration

Patient Name: _____ DOB: ___/___/___ Gender: M F Other

Race: (check all that apply)

Ethnicity:

Language: (Primary)

- White
- Native Hawaiian/Pacific Islander
- Asian
- American Indian/Alaska Native
- Black/African American

- Hispanic/Latino
- Non-Hispanic/Latino
- Declined to report

- English
- Spanish
- Other: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Desert Shores Patient Portal (24/7 access to patient health records): Yes, Enable OR No Thanks

Cell Phone Number: _____ Home Phone (if different): _____

MOTHER STEP-MOTHER LEGAL GUARDIAN
Please circle one

FATHER STEP-FATHER LEGAL GUARDIAN
Please circle one

Name: _____

Name: _____

Cell #: _____

Cell #: _____

Work #: _____

Work #: _____

Date of Birth: ___/___/___

Date of Birth: ___/___/___

SS# _____

SS# _____

Employer: _____

Employer: _____

If patient lives at two different addresses, please provide second address.

This address is for: Mother Father Other: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Primary Insurance:
Policy Holder: _____

Secondary Insurance:
Policy Holder: _____

Insurance: _____

Insurance: _____

Emergency Contact: _____ Phone: _____

Relationship: _____

How did you hear about our practice (if OB/GYN, please list name): _____

Consent to treat:

I, acting as a guardian to the above patient, hereby give consent for the above patient to receive medical evaluation and treatment by the provider's at Desert Shores Pediatrics. I assign all benefits and payments from my insurance company to be paid directly to Desert Shores Pediatrics. I understand that if for any reason my insurance company does not make payments, I am responsible for all services.

Signature: _____ Date: _____



OFFICE POLICIES

We make every attempt to ensure that all services are compatible with your special insurance requirements. However, all policies have different benefits. The insurance company informs all participants that it is ultimately their responsibility to know and understand their policy. We do not have the capability to know each individual policy as it varies per patient. We cannot guarantee that all services will be covered. It is your responsibility to verify benefits and coverage information prior to having any services rendered.

Insurance companies require that we submit all claims within a specified time limit. We do our best to follow all guidelines set forth by your insurance company. However, if your insurance changes and you fail to inform us, we may be unable to bill the appropriate company within these time limits. A denial from the previous insurance company is the only way we know that the insurance has changed. Denials are generally not generated until after the filing deadline. If you do not notify us and your insurance company decides not to pay, you will be held responsible for payment of these services. Please notify us of any changes to your insurance, address or phone number immediately; ultimately, you will be responsible for this bill.

You will be responsible for payment of all services if any of the following circumstances apply:

- If you do NOT have insurance.
- If you are with an insurance company that we are NOT contracted with or
- If your insurance company denies your claim for any reason that is not resolvable.

PAYMENT (COINSURANCE/DEDUCTIBLE OR COPAY) IS EXPECTED ANY TIME A SERVICE IS PROVIDED UNLESS PRIOR FINANCIAL ARRANGEMENTS HAVE BEEN MADE. WE ACCEPT CASH, CHECKS AND MAJOR CREDIT CARDS. CHECKS DRAWN ON INSUFFICIENT FUNDS WILL INCUR A \$25.00 CHARGE.

Based on American Academy of Pediatrics Bright Futures Guidelines, DSP recommends ANNUAL well child checks for all children 2 years and older. Preventative care is of utmost importance to your child's health. Therefore, if your child has not been seen for wellness care in over 2 years, the patient will come under review by the practice. We may be unable to refill medications, fill out requested forms, or fulfill other parental requests.

Neither patients, caregivers, nor their visitors are allowed to take pictures or videotape using their cell phones and/or other electronic devices to protect the privacy and confidentiality of our patients.

We kindly ask for at least 48 hours to complete any necessary paperwork for your child.

At times, you may send or bring in pictures of your children and family. We love to display these photos but we need your permission to do so. You can opt out at any time. Please initial: Yes _____ No _____

We may ask to take a photo of your child to be included in their confidential medical record to be used for identification, security or clinical purposes only. We need permission to do so. Please initial: Yes _____ No _____

Our staff will be happy to answer any questions you may have in reference to our office policies. We appreciate our Desert Shores Pediatrics patients and families.

_____/_____
Signature Date

Patient Name: _____



OFFICE POLICIES

Please initial to acknowledge:

_____ Any appointment NOT scheduled in our normal office hours of Monday through Friday 8:00 am to 5:00 pm is subject to an additional \$15.00 **after-hours** charge that will be billed to your insurance. If insurance does not cover this charge, you will be held responsible for payment.

_____ If you have multiple concerns, chronic conditions to discuss, or an acute illness that you would like addressed during a well care visit we are happy to accommodate these concerns! If these services are rendered together at the same visit, it may result in both the standard well visit charge plus an additional office/sick visit charge. We take the comprehensive care of our patients very seriously. It may require a return visit to address these ongoing and chronic conditions so that the proper time and care can be given. Coverage for these services, if rendered together, varies greatly among insurance companies. Please check with your insurance company regarding how they pay for these services on your behalf. You will be financially responsible for any services not covered by your insurance.

_____ There will be a charge for missed appointments or appointments not cancelled 24 hours in advance based on the appointment duration and complexity of visit concerns. Fees are as follows: \$20.00 for a 10 minute visit, \$40.00 for a 20 minute visit, and \$75.00 for a 30+ minute visit. It is important to notify us as soon as possible if you are unable to make an appointment.

What is the best number we can call for appointment reminders? _____ Cell _____ Home _____

Is it ok to text your cell phone for appointment reminders? Yes _____ No _____

What is the best number we can call to give lab and/or test results (if different than above): _____

Is it ok to leave a detailed message regarding confidential information (i.e. lab and test results): Yes _____ No _____

_____/_____
Signature Date

Patient Name: _____



Temporary Authorization to Consent to Treat a Child

Not applicable at this time; I do not give authorization for anyone else to consent to routine medical care.

I (We) _____
Name(s) of parent or legal guardian

Designate _____
Must be 18 years or older: step-parent, grandparent, sibling, nanny, aunt, friend, etc.

The above stated person(s) are designated the power to consent for medical care for the following child(ren) in our absence. This may include in-house labs, therapeutic injections/medications, or vaccinations depending on the type of visit and treatment necessary. Additionally, protected patient health information may be shared with the proxy to facilitate informed decision making:

Child's Name & Date of Birth

Child's Name & Date of Birth

Child's Name & Date of Birth

Child's Name & Date of Birth

- Parent or legal guardian may revoke this at any time by providing written notice of revocation.
- Parent or legal guardian understands that authorization cannot be revoked retroactively for treatment already provided.

X _____ / _____
Parent of Legal Guardian Signature Date



**Patient Consent for Use and
Disclosure of Protected Health Information**

As parent/ guardian of _____, I understand that as part of my child's health care, Desert Shores Pediatrics originates and maintains health records. These records describe history, symptoms, examination and test results, diagnoses, treatment, and any plan for future care or treatment.

I have been provided with a Notice of Information Practices that describes use and disclosures of my child's Protected Health Information (medical records). I understand that I have the right to review the notice prior to signing this consent.

With my consent, Desert Shores Pediatrics may call (including leaving voice mail messages), mail, text or email regarding items that assist the practice in carrying out treatment, payment, and health care operations, such as appointment reminders, laboratory results, and insurance items.

I understand that Desert Shores Pediatrics has the right to change its notice and practices and, prior to implementation, will mail a copy of any revised notice to the address that I have provided.

I understand that I have the right to request restrictions as to how my child's health information may be used or disclosed to carry out treatment, payment, or health care operations and that Desert Shores Pediatrics is not required to agree to the restrictions requested. I understand that I may revoke this consent in writing, except to the extent that Desert Shores Pediatrics has already taken action. If I do not sign this consent or revoke it, Desert Shores Pediatrics may decline to provide treatment to my child.

I fully understand and I consent to Desert Shores Pediatrics use and disclosure of my child's Protected Health Information to carry out treatment, payment, and healthcare operations.

Parent/Guardian

Date



Authorization for Disclosure of Health Information

Patient Name: _____ Date of Birth: ____/____/____ Sex: M F

Address: _____ City: _____ State: _____ Zip: _____

- I authorize the release of my child's health information from **previous doctor's office/hospital:**

Practice Name: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

- **PLEASE SEND ONLY THE FOLLOWING, AS APPLICABLE:**

- ✓ Patient Summary Page
- ✓ Last 2 Wellness Visits
- ✓ Growth Charts
- ✓ Immunization Record
- ✓ Labs and Diagnostic Imaging Reports
- ✓ Most Recent Specialist(s) Visit Report(s)

- **NEWBORN HOSPITAL RECORDS:** H&P, Discharge summary, pertinent labs/imaging/specialist notes
PLEASE DO NOT SEND NURSING NOTES OR VITAL CHARTS
- **Other (as written in):**

- I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS) or human immunodeficiency (HIV). It may also include information about behavioral or mental health services and treatment for alcohol and drug abuse.

- This information may be disclosed to:

Name: Desert Shores Pediatrics
Address: 6285 S. Higley Rd.
Gilbert, Arizona 85298
Fax: 480-460-5858

For the purpose of: Medical Care

- I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization I must do so in writing and present my written revocation to the health information management department. I understand that the revocation will not apply to my insurance company when the law provides my insurer with the right to contest a claim under my policy. Unless otherwise revoked, this authorization will expire on the following date, event, or condition:
- If I fail to specify an expiration date, event or condition, this authorization will expire in sixty days. I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization. I need not to sign this form in order to assure treatment. I understand that I may inspect or copy the information to be disclosed, as provided in CFR 164.524. I understand that any disclosure of information carries with it the potential for an unauthorized redisclosure and the information may not be protected by federal confidentiality rules.

Signature of Patient or Legal Representative

Relationship to Patient

Date

Please Note: This information has been disclosed to you from confidential records protected from disclosure by state and federal law. No further disclosure of this information should be done without specific, written and informed release of the individual to whom it pertains or as permitted by state law (ORC-3701.243) and federal law 42 CFR, part II.