

1835 Old Shell Road Mobile, AL 36607 P: (251)-706-8170 F: (251)-706-8098 6321 Piccadilly Square Drive Mobile, AL 36609 P: (251)-342-8900 F: (251)-342-2333

www.mobilepeds.com

Patient Demographics Age Gender Race Patient Full Name: Email: Nickname: Social Security Number: Home Address: State: Zip Code: Mailing Address (if different): Preferred language: _____ Ethnicity: Hispanic or Latino: ____ Not Hispanic or Latino ____ DOB: Parent/Guardian Name 1: Cell Phone: Social Security Number: Phone: Employer: __ Parent/Guardian Name 2: _____ DOB: Social Security Number: Employer: _____ Phone: ____ Child Lives With: Person(s) that you authorize to accompany and give consent for treatment to the child (other than the parent/guardian) _____ Relationship: ___ _____ Phone: __ _____ Phone: __ Relationship: ___ Name: __ PLEASE COMPLETE THE INFORMATION BELOW FOR LEGAL GUARDIAN > Child's Legal Guardian (if different than parent): > (Please note: Legal Guardian must present certified court documents showing legal guardianship) (OTHER than parent or guardian) Emergency Contact: Relationship to the patient Phone _ ______ Insured ID# _____ Insurance: Carrier _____ Name of Insured ______ D.O.B _____ Group Number Pharmacy: Where would you like your prescriptions sent? I certify the above information is complete, accurate and up to date. I agree to update any changes to the above information as it becomes available to me. Signature: Date: Printed Name: __ Witness: —

Rev: 1/2023



CLINIC OFFICE POLICY

Thank you for choosing Mobile Pediatric Clinic as your healthcare provider. The following is a summary of our Financial Policy. We require that you read and sign our policy prior to treatment. A copy of our full financial policy is available upon request. Due to frequent changes in health insurance coverage, we require that you provide proof of insurance coverage at each visit.

The following policies assure that we maintain a superior standard of care for all our patients.

INSURANCE – Mobile Pediatric Clinic will bill all participating insurance companies as a courtesy to our patients. Insurance companies offer many different plan coverages to their insurance. It is the patient's responsibility to understand what is covered and not covered by your individual plan. If we have not received payment from your insurance company within 60 days of the date of service, you may be expected to pay the balance in full. Please note that your insurance policy is a contract between you and your insurance company, therefore, it is your responsibility to verify all charges are paid whether by you or your insurance company.

ALL PAYMENT IS EXPECTED AT THE TIME OF SERVICE – All co-payments, coinsurance, and deductibles are due at the time of service unless other arrangements have been made in advance. These fees are a contract between you and your insurance company and cannot be waived. If you do not have insurance, are unable to provide proof of current insurance coverage, or are on a plan in which we do not participate, full payment is required at the time of your visit. Any balances that you may have incurred from your prior or present dates of service will be collected when you visit our office. Please also be aware that some services provided may be non-covered services and not reimbursable by your insurance. You are personally responsible for these services. For your convenience, we accept cash, check, Visa/Mastercard, American Express and Discover. There is a \$35 service charge for returned checks. Patients with an outstanding balance 60 days or more overdue must make arrangements for payment prior to scheduling appointments. Please contact our business department for assistance. Failure to resolve any past due accounts including returned checks will result in referral to a collection agency. You will be responsible for any fees associated with the costs of collections in addition to the amount owed on the account. Any family whose account is forwarded to a collection agency may be discharged from our practice

MISSED APPOINTMENTS/LATE CANCELLATIONS – Missed appointments are very disruptive to our office and deprive others from an appointment. We encourage our patients to arrive at the office on time or a few minutes prior to their scheduled appointment. If you are late (under the discretion of the provider) for your Well Visit or Consult appointment, we reserve the right to reschedule your appointment. If you are late (under the discretion of the provider) for your Sick Visit, you will forfeit your scheduled appointment time and will be rescheduled for the next available open appointment time. Appointments require NO LESS than 24 hour notice of cancellation. Same Day Sick Visits require no less than a 3 hour notice. Patients who no-show for a double visit will be restricted from scheduling double appointments in the future. In the event of 3 No Shows per patient within a 12 month period, you may be dismissed from our practice. Excessive abuse of this policy will result in dismissal from the practice for your child(ren).

MEDICAL RECORDS/FORMS - Our practice charges for additional paperwork outside of the completion of the medical record. Upon request, you will receive a standard well-child form and/or blue/immunization record annually free of charge at the time of your annual visit. There is a \$10 fee to complete forms (camp, school, sport, WIC form or prescriptions, etc.) outside of your well visit appointment. There is a \$5 fee for a blue card//immunization record outside of the well visit. We can provide Family Medical Leave Act (FMLA) forms for a fee of \$25.

ASSIGNMENT OF BENEFITS— I authorize payment of medical benefits to Mobile Pediatric Clinic for services rendered and agree to abide by the financial policies of these clinics.

I acknowledge that I have read and understand the policies stated above. I agree to pay any monies due at the time of service and provide accurate information to Mobile Pediatric Clinic to allow for timely filing and prompt payment of my claims. I also agree that if it becomes necessary to forward my account to a collection agency, in addition to the amount owed, I will also be responsible for the fee charged by the collection agency for costs of collections.

	Parent/Guardian Name (Please print)
Ciliu 3 Nuirie	rurenty Guardian Name (Flease print)
Date	Parent/Guardian Signature
Rev 3/2020	

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Patient Acknowledgement and Consent Form

I hereby acknowledge that Mobile Pediatric Clinic (MPC) has given me a copy of their Notice of Privacy Practices. I understand that MPC reserves the right to revise its Notice of Privacy Practices at any time. A revised Notice of Privacy Practices may be obtained at our offices or on our website at www.mobilepeds.com.

I hereby acknowledge that I have the right to obtain a copy of my medical records by completing an Authorization for Release of Medical Information Form or may review my records by completing a Request to Review or inspect Medical Records Form. I also understand that I have a right to an accounting of disclosures and the right to request an amendment of my medical records by requesting the appropriate forms from our offices.

Unless otherwise specified below, MPC may call the provided on the Patient's Demographic Form in refolinical care or charges, including laboratory results, to otherwise specified, this also authorizes MPC to leave a Other specifications	erence to any items pertaining to the patient's est results, appointment reminders, etc. Unless a message on voicemail or a text message.
With this consent, MPC may mail to the home address other designated mailing address, any items that assist or other MPC operations, such as appointment remind	t the practice in carrying out treatment, payment
With this consent, MPC may email to the email address: Email address:	· · · · · · · · · · · · · · · · · · ·
By signing this form, I consent to the means of contaction Clinic to carry out treatment, payment or other MPC cany time except to the extent that the practice has al consent. If I do not sign this consent, or later revoke decline to provide treatment to the patient	operations. I may revoke my consent in writing at ready made disclosures in reliance upon my prior
Child's Name	Date
Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian



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Clinic Vaccine Policy

We believe in the effectiveness of vaccines to prevent serious illness and to save lives.

We believe in the safety of the vaccines we provide.

We believe that all children and adolescents should receive all the recommended vaccines according to the schedule published by the Centers for Disease Control and American Academy of Pediatrics.

We believe, based on all the available literature, evidence and current studies, that vaccines do not cause autism or other developmental disabilities. We also believe that vaccinating children and adolescents may be the single most important health-promoting intervention we provide as your pediatrician.

We would like to emphasize the importance of vaccinating your child. We recognize that you may hear rumors or myths about vaccines. We are here to educate and inform you on each individual vaccine as well as the current vaccination schedule. Vaccine information sheets are provided for each vaccine. Should you have any questions please discuss them with your provider.

Please be advised, that "alternative schedules" or "breaking up the vaccines" goes against our recommendations. This can put your child at risk for serious illness or death. An Alabama Certificate of Immunization will not be given until your child is up to date on vaccines according to the American Academy of Pediatrics vaccine schedule.

Should you refuse to vaccinate your child or choose an alternative schedule, we will ask that you find another health care provider.

Parent/Guardian Signature	Date	



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Authorization for Release of Medical Information

Patient Name	Date of Birth					
Address City _	State Zip Code					
Phone Number	Date of Request:					
☐ I authorize Mobile Pediatric Clinic to release information to :	☐ I authorize Mobile Pediatric Clinic to obtain information from:					
Name of Provider or Facility	Name of Provider or Facility					
Address	DR dress					
City, State, Zip Code	City, State, Zip Code					
Phone Number Fax Number	Phone Number Fax Number					
PURPOSE FOR THIS REQUEST: (check one) ☐ Transfer of Care TYPE OF RECORDS REQUESTED: (check one)	☐ Healthcare ☐ Insurance Coverage ☐ Personal ☐ Other					
□ Immunization History □ Administrated by MPC □ Include records submitted to MPC □ All Medical Records related to a specific illness or injury □ Specific illness/ injury □ Date of treatment □ Treatment Summary (Includes history/ physical, laboratory tests & x-ray reports, operative reports, pathology) □ Specific Treatment (select one or more, as applicable) □ Procedure Report □ History & Physical □ X-Ray Reports □ Lab Results □ Entire copy of the medical record. AUTHORIZATION VALID FOR: (check one) □ This request only. □ One year from the date of this authorization. This authorization applies to the records of the treatment received on or prior to the date of this authorization. □ This request and for medical records of any future treatment of the type described above until: (insert date)						
I understand that:						
 My right to healthcare treatment is not conditioned on this authorization. I may cancel this authorization at any time by submitting a written request to the address provided at the top of this form, except where a disclosure has already been made in reliance on my prior authorization. If the person or facility receiving this information is not a health care or medical insurance provider covered by privacy regulations, the information state above could be redisclosed. Release of HIV- related information, mental health related care, or substance abuse diagnosis and treatment information may require additional authorization 						
Signature of Patient or Representative	Date:					
Relationship to Patient (If requester is not the patient)						



NOTICE OF PRIVACY PRACTICES – MOBILE PEDIATRIC CLINIC

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

Your medical record may contain personal information about your health. This information may identify you and relate to your past, present or future physical or mental health condition and related health care services and is called Protected Health Information (PHI). This Notice of Privacy Practices describes how we may use and disclose your PHI in accordance with applicable law. It also describes your rights regarding how you may gain access to and control your PHI. We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices.

How we may use and disclose health care information about you:

For Care or Treatment: Your PHI may be used and disclosed to those who are involved in your care for the purpose of providing, coordinating, or managing your services. This includes consultation with clinical supervisors or other team members. Your authorization is required to disclose PHI to any other care provider not currently involved in your care. **Example:** If another physician referred you to us, we may contact that physician to discuss your care. Likewise, if we refer you to another physician, we may contact that physician to discuss your care or they may contact us.

For Payment: Your PHI may be used and disclosed to any parties that are involved in payment for care or treatment. If you pay for your care or treatment completely out of pocket with no use of any insurance, you may restrict the disclosure of your PHI for payment. **Example:** Your payer may require copies of your PHI during the course of a medical record request, chart audit or review.

For Business Operations: We may use or disclose, as needed, your PHI in order to support our business activities including, but not limited to, quality assessment activities, employee review activities, licensing, and conducting or arranging for other business activities. We may also disclose PHI in the course of providing you with appointment reminders or leaving messages on your phone or at your home about questions you asked or test results. **Example:** We may share your PHI with third parties that perform various business activities (e.g., Council on Accreditation or other regulatory or licensing bodies) provided we have a written contract with the business that requires it to safeguard the privacy of your PHI.

Required by Law: Under the law, we must make disclosures of your PHI available to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule, if so required.

Without Authorization: Applicable law and ethical standards permit us to disclose information about you without your authorization only in a limited number of other situations. Examples of some of the types of uses and disclosures that may be made without your authorization are those that are:

- Required by Law, such as the mandatory reporting of child abuse or neglect or mandatory government agency audits or investigations (such as the health department)
- Required by Court Order
- Necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

Verbal Permission: We may use or disclose your information to family members that are directly involved in your receipt of services with your verbal permission.



With Authorization: Uses and disclosures not specifically permitted by applicable law will be made only with your written authorization, which may be revoked. Your explicit authorization is required to release psychotherapy notes and PHI for the purposes of marketing, subsidized treatment communication and for the sale of such information.

<u>Your rights regarding your PHI:</u> You have the following rights regarding PHI we maintain about you. To exercise any of these rights, please submit your request in writing to our Privacy Officer:

- **Right of Access to Inspect and Copy.** You have the right, which may be restricted only in exceptional circumstances or with documents released to us, to inspect and copy PHI that may be used to make decisions about service provided.
- **Right to Amend.** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information although we are not required to agree to the amendment.
- Right to an Accounting of Disclosures. You have the right to request an accounting of certain of the
 disclosures that we make of your PHI. We may charge you a reasonable fee if you request more than
 one accounting in any 12-month period.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or disclosure of your PHI for services, payment, or business operations. We are not required to agree to your request.
- **Right to Request Confidential Communication.** You have the right to request that we communicate with you about PHI matters in a specific manner (e.g. telephone, email, postal mail, etc.)
- **Right to a Copy of this Notice.** You have the right to a copy of this notice.

Website Privacy: Any personal information you provide us with via our website, including your e-mail address, will never be sold or rented to any third party without your express permission. If you provide us with any personal or contact information in order to receive anything from us, we may collect and store that personal data. We do not automatically collect your personal e-mail address simply because you visit our site. In some instances, we may partner with a third party to provide services such as newsletters, surveys to improve our services, health or company updates, and in such case, we may need to provide your contact information to said third parties. This information, however, will only be provided to these third-party partners specifically for these communications, and the third party will not use your information for any other reason. While we may track the volume of visitors on specific pages of our website and download information from specific pages, these numbers are only used in aggregate and without any personal information. This demographic information may be shared with our partners, but it is not linked to any personal information that can identify you or any visitor to our site. Our site may contain links to other outside websites. We cannot take responsibility for the privacy policies or practices of these sites and we encourage you to check the privacy practices of all internet sites you visit. While we make every effort to ensure that all the information provided on our website is correct and accurate, we make no warranty, express or implied, as to the accuracy, completeness or timeliness, of the information available on our site. We are not liable to anyone for any loss, claim, or damages caused in whole or in part, by any of the information provided on our site. By using our website, you consent to the collection and use of personal information as detailed herein. Any changes to this Privacy Policy will be made public on this site so you will know what information we collect and how we use it.

<u>Breaches:</u> You will be notified immediately if we receive information that there has been a breach involving your PHI.

<u>Complaints:</u> If you believe we have violated your privacy rights, you have the right to file a complaint in writing with our Privacy Officer at Mobile Pediatric Clinic. If you have questions and would like additional information, you may contact your office.

Mobile Pediatric Clinic Attn: Privacy Officer PO Box 91899 Mobile, AL 36691

				_				
Initial History Questionnaire				Name	Name			
, , , , , , , , , , , , , , , , , , ,				ID NUMBER				
FORM COMPLETED BY	DATE	COMPLETED		BIRTH DATE		AGE		
Hamakald						M F		
Household								
Please list all those living in the child'	's home.				•	e list their names, ages, and where		
Relationship		Health		they live				
Name to child	date	problems						
					•	with both biological parents?		
						custody Single custody		
				Lives with fos	•			
						he home, how often does the child see		
				the parent(s) no	t in the home?			
Divide History								
Birth History ■ Don't kn								
Birth weightWas the baby			we	eks Was the deliver	y 🗌 Vaginal 🗌 Cesar	rean If cesarean, why?		
Were there any prenatal or neonatal								
☐ Yes ☐ No Explain								
				- -				
Was a NICU stay required? ☐ Yes	; ∐ No Exp	lain			Was initial feeding Formula Breast milk How long breastfed?			
					o home with mother fro	·		
During pregnancy, did mother	5			⊔ Yes ⊔ No	Explain			
Use tobacco Yes No		hol 🗆 Yes						
Use drugs or medications								
	vvnen							
General DK = don't know								
Do you consider your child to be in	good health?	☐ Yes ☐ No	DK	Explain				
Does your child have any serious illn	nesses or medica	al conditions?	□Yes	□ No □ DK Explain	1			
Has your child had any surgery? \Box	Yes 🗆 No [□ DK Expla	in					
Has your child ever been hospitalized	 d? □ Yes □	No □ DK	Explain					
Is your child allergic to medicine or	drugs? 🗌 Yes	□ No □ [OK Expla	in				
De veu feel veur femily has eneugh f			DK Eval	: <u></u>				
Do you feel your family has enough to			ок Ехріг	ıın				
Biological Family Histo		on't know						
Have any family members had the fo	•			14.0				
Childhood hearing loss		Yes 🗆 No		Who		nts		
Nasal allergies		Yes 🗆 No	□ DK	Who		nts		
Asthma		Yes 🗆 No	□ DK	Who		nts		
Tuberculosis		Yes 🗆 No	□ DK	Who		nts		
Heart disease (before 55 years old)		Yes 🗆 No	□ DK	Who		nts		
High cholesterol/takes cholesterol m		Yes 🗆 No	□ DK	Who		nts		
Anemia		Yes 🗆 No	□ DK	Who		nts		
Bleeding disorder		Yes □ No	□ DK	Who		nts		
Dental decay	1.1	Yes □ No	□ DK	Who	Comme	NES		

American Academy of Pediatrics DEDICATED TO THE HEALTH OF ALL CHILDREN™

Cancer (before 55 years old)



☐ Yes ☐ No ☐ DK Who

(Biological Family History continued on back side.)

Comments

Biological Family History	(Continued fron	n front side.)	DK	= don'	t know		
Liver disease	☐ Yes	□No□] DK	Who			Comments
Kidney disease	☐ Yes		DK				Comments
Diabetes (before 55 years old)	☐ Yes		⊒ DK				
Bed-wetting (after 10 years old)	☐ Yes		□ DK				
Obesity	☐ Yes		□ DK				
Epilepsy or convulsions	☐ Yes	□ No [□DK				Comments
Alcohol abuse	☐ Yes	□ No [□ DK				Comments
Drug abuse	☐ Yes	□ No □	DK				Comments
Mental illness/depression	☐ Yes	□ No □	□DK	Who			Comments
Developmental disability	☐ Yes	□ No [DK	Who			Comments
Immune problems, HIV, or AIDS	☐ Yes	□ No [DK				Comments
Tobacco use	☐ Yes	□No	□DK	Who			Comments
Additional family history							
Past History DK = don't know							
Does your child have, or has your child ever	r had,						
Chickenpox	. ,	□Ye	s 🗆	No	□DK	When _	
Frequent ear infections		□ Ye	s \square		_ DK		
Problems with ears or hearing		□Ye	s 🗆	No	□ DK	Explain _	
Nasal allergies		□Ye	s \square	No	□ DK	Explain	
Problems with eyes or vision		□Ye	s 🗌	No	□ DK	•	
Asthma, bronchitis, bronchiolitis, or pneumo	onia	□Ye	s \square	No	□ DK	Explain	
Any heart problem or heart murmur		□Ye	s 🗆	No	□ DK	Explain _	
Anemia or bleeding problem		□Ye	s 🗌	No	□ DK	Explain _	
Blood transfusion		□Ye	s 🗆	No	\square DK	Explain _	
HIV		☐ Ye	s 🗆	No	\square DK	Explain _	
Organ transplant		☐ Ye	s 🗌	No	\square DK	Explain _	
Malignancy/bone marrow transplant		☐ Ye	s \square	No	\square DK	Explain _	
Chemotherapy		☐ Ye	s 🗌	No	\square DK	Explain _	
Frequent abdominal pain		☐ Ye	s 🗌	No	□ DK	Explain _	
Constipation requiring doctor visits		☐ Ye	s 🗆	No		Explain _	
Recurrent urinary tract infections and problem	ems	☐ Ye	_		□ DK	Explain _	
Congenital cataracts/retinoblastoma		☐ Ye				•	
Metabolic/Genetic disorders		☐ Ye			□ DK		
Cancer		☐ Ye		No	□ DK	•	
Kidney disease or urologic malformations		☐ Ye	_		□ DK	•	
Bed-wetting (after 5 years old)		□Ye			□ DK	•	
Sleep problems; snoring		□Ye			□ DK	_ ` .	
Chronic or recurrent skin problems (eg, acr	ie, eczema)	☐ Ye			□ DK	•	
Frequent headaches		□Ye					
Convulsions or other neurologic problems		☐ Ye					
Obesity Diabetes		□ Ye □ Ye				•	
Thyroid or other endocrine problems		□ Ye			□ DK □ DK	•	
High blood pressure		□ Ye	_		□ DK		
History of serious injuries/fractures/concuss	ions	□ Ye			□ DK	. –	
Use of alcohol or drugs	10113	□ Ye			□ DK	•	
Tobacco use		□ Ye			□ DK		
ADHD/anxiety/mood problems/depression		□ Ye			□ DK	. –	
Developmental delay		□ Ye			□ DK	•	
Dental decay		□ Ye			□ DK		
History of family violence		□ Ye			□ DK	•	
Sexually transmitted infections		□ Ye			□ DK	_ '.	
Pregnancy		□ Ye			□ DK	•	
(For girls) Problems with her periods		□ Ye			□ DK	•	
Has had first period ☐ Yes ☐ No A	ge of first per					. –	
Any other significant problem	- '						

This American Academy of Pediatrics Initial History Questionnaire is consistent with Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents, 3rd Edition.

The recommendations in this publication do not indicate an exclusive course of treatment or serve as a standard of medical care. Variations, taking into account individual circumstances, may be appropriate. Copyright © 2010 American Academy of Pediatrics. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from the publisher.