Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Your Rights

You have the right to:

- · Get a copy of your paper or electronic medical record
- · Correct your paper or electronic medical record
- Request confidential communication
- · Ask us to limit the information we share
- · Get a list of those with whom we've shared your information
- · Get a copy of this privacy notice
- Choose someone to act for you
- · File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that we use and share information as we:

- · Tell family and friends about your condition
- · Provide disaster relief
- Include you in a hospital directory
- · Provide mental health care
- · Market our services and sell your information
- Raise funds

Our Uses and Disclosures

We may use and share your information as we:

- · Treat you
- · Run our organization
- · Bill for your services
- · Help with public health and safety issues
- · Do research

- · Comply with the law
- · Respond to organ and tissue donation requests
- · Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- · Respond to lawsuits and legal actions

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request.
 We may charge a reasonable, cost-based fee.

Ask us to amend your medical record

- · You can ask us to amend health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

- · You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- · We will say "yes" to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to
 agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information for six years prior to the date you ask, who
 we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice - You can ask for a paper copy of this notice at any time.

Choose someone to act for you

• If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will ensure the person has this authority before we take any action.

File a complaint if you feel your rights are violated

- · You can complain if you feel we have violated your rights by contacting us using the information on page 2.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/ complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to:

• Share information with your family, close friends, or others involved in your care • Share information in a disaster relief situation If you are not able to tell us your preference we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Most sharing of psychotherapy notes
- Sale of your information

In the case of fundraising we may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

We typically use or share your health information in the following ways.

We can use your health information and share it with other professionals who are treating you.

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

We can use and share your health information to bill and get payment from health plans or other entities.

Electronic Exchange. Your information may be shared w/ other providers, labs and radiology groups through our EHR system as listed:

1) Lab Corp

2) Quest Diagnostics

3) CAN/IPA Network

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Preventing or reducing a serious threat to anyone's health or safety
- · Reporting suspected abuse, neglect, or domestic violence

Do research

Comply with the law

Respond to organ and tissue donation requests

Work with a medical examiner or funeral director

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

We can use or share health information about you:

- For workers' compensation claims
- · For law enforcement purposes or with a law enforcement official
- · With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services Respond to lawsuits and legal actions

Our Responsibilities

- · We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- · We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.



I	_ (parent/guardian name) hereby acknowledge that
I have reviewed and received a	copy of this practice's Notice of Privacy Practices,
	new Omnibus Rule and has an effective date of July
16,2015.	, ,
The notice describes:	
• the ways that the Privacy Rul	e allows our practice to use and disclose protected
health information. How	our practice will get your permission, or
authorization, before usi	ing your health records for any other reason.
• the practice's duties to protect	ct health information privacy.
	ncluding the right to complain to HHS and to the ieve your privacy rights have been violated.
· · ·	or more information and to make a complaint.
	Privacy Practices may be revised from time to time e an updated copy upon request.
PARENT/GUARDIAN SIGNATUI	RE
RELATIONSHIP TO PATIENT	-
PATIENT NAME	PATIENT DOB
DATE	

AUTHORIZATION TO USE AND/OR DISCLOSE MEDICAL RECORDS

I give authorization to the provider listed below to disclose a copy of the specific health/medical information identified below:

-	ATIENT				_							
DATE OF BII	RTH											
TO: (Name, A	oddress. Ph	one of I	Recipier	of Records)			_					
Name				iatrics, P.L.L.C	·		Phone) (9	904)	446-9991		
Address	7807 I	Baymea	dows Ro	oad East Suite 2	207		Fax	`	<u> </u>	446-9992		
City/State Zi			onville		1	FL		$\overline{}$		32256		
	-					1.2				32230		
RECORDS FI	ROM: (Wh	o is Rel	leasing t	he Records)			- Di					
Name							Phone					
Address		-					Fax	:				
City/State Zip	p City	<u> </u>			State			,	Zip			
For the Followin	ng Purnoses	z·										
Continued N			Per	rsonal Information	on .			Lega	l Foll	ow-up		
Disability I	nsurance	-		ner:			<u> </u>			- · · · · · ·		
Office No	tes and Re		al Reco	Diagnostic R	Reports	•		Lab	orato	ry Repor	ts	
Please sen	nd the entire	e Medic	al Reco	rd (all informat	ion) to t	he abov	ve name	d rec	ipien	t.		
		ports									ts	
Others Lis				Transcribed Hospital Reports \ \ \ \ \			Vac	ccine	Records			
· · · · · · · · · · · · · · · · · · ·				to Be Included								
	HIV/AIDS Mental Hea Domestic V Genetic Te Drug/Alcol	relate in alth Informalth Informa	nformation armation armation armation nosis, trea	n and/or records and/or records and/or records atment or referrarmation is to be detailed.	HBV, T	B or Otl	ner Comi	nunio	cable l		scription of ho)W
	HIV/AIDS Mental Hea Domestic V Genetic Te Drug/Alcol much and v	relate in alth Infor Violence sting Info hol diagraphat kind	oformation a cormation and comments of the contraction of the contraction of the corman of the corma	n and/or records and/or Records and/or records atment or referra	HBV, T	B or Oth	ederal reg	nunic gulatio	ons re		scription of ho	ЭW
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AUTHORIZATION FOR TREATMENT

Date:	
Patient Name:	Date of Birth:
In the event that I am unable to bring my child(ren) following persons to authorize medical care that is real Jacksonville Kids Pediatrics physicians.	_
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Parent/Guardian Signature:	

Patient	Name
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Medical History

Please review this form to ensure that your health information is accurate. You will be able to discuss any questions or concerns that you have with your provider during your appointment.

Medical History

neck all diseases and conditions that apply.	
☐ ADD or ADHD	☐ Developmental or Behavioral Disorders
Allergies	☐ Diabetes
☐ Anemia	☐ Ear or Hearing Problems
☐ Asthma	☐ Eczema, Hives or other skin conditions
☐ Bedwetting	☐ Heart Problems
☐ Bladder or Kidney Problems	☐ Hospital Admission other than birth
☐ Blood Diseases	☐ Muscle, Joint, or Bone Problems
☐ Breathing Problems	☐ Reflux/GI
☐ Cancer	☐ Seizures/Epilepsy
☐ Chicken Pox	☐ Serious Illness or Injuries
☐ Congenital Anomalies	Skin Problems
☐ Constipation	☐ Thyroid Problems
☐ Depression	☐ Vision or Eye Problems

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Surgical History

Please review this form to ensure that your health information is accurate. You will be able to discuss any questions or concerns that you have with your provider during your appointment.

Surgical History

neck all surgeries that apply.	
☐ Adenoid Surgery	Myringotomy Tube Placement
☐ Appendectomy	☐ Neurosurgery
☐ Cardiac Surgery	☐ Nissen Fundoplication
☐ Circumcision	☐ Orthopaedic Surgery
☐ Cleft Palate/Lip Repair	Other
☐ Frenulectomy	☐ PE Tubes
☐ Gastric Surgery	Pyloric Stenosis Repair
Gastrostomy Tube Placement	☐ Strabismus Surgery
☐ Hernia Repair	Tonsillectomy
☐ Hydrocele Repair	Tracheostomy
☐ Hypospadias Repair	☐ VP Shunt Placement

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Medication History

Please review this form to ensure that your health information is accurate. You will be able to discuss any questions or concerns that you have with your provider during your appointment.

	e prescribed and over-the-counter of	lrugs, such as vitamins	and inhalers.
Medication		Dosage	Frequency

ua/Food Allergie	\$		
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se review this form to ensur	S re that your health information you have with your provider du	n is accurate. You wi uring your appointn	ll be able to discus nent.
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se review this form to ensur questions or concerns that y llergies st all known allergies.	re that your health information you have with your provider du	n is accurate. You wi	nent. Date of First

Patient Name		
	•	

Family History

Please review this form to ensure that your health information is accurate. You will be able to discuss any questions or concerns that you have with your provider during your appointment.

Family History

he	neck all diseases and conditions that apply.				
	Allergy	Family member(s):			
	☐ Anemia	Family member(s):			
	☐ Anxiety disorder	Family member(s):			
	☐ Arthritis	Family member(s):			
	☐ Asthma	Family member(s):			
	☐ Blood coagulation disorder	Family member(s):			
	☐ Depressive disorder	Family member(s):			
	☐ Developmental disorder	Family member(s):			
	☐ Diabetes mellitus	Family member(s):			
	☐ Disease of liver	Family member(s):			
	☐ Disorder of thyroid gland	Family member(s):			
	☐ Family history of alcoholism	Family member(s):			
	☐ Heart disease	Family member(s):			
	☐ Hypercholesterolemia	Family member(s):			
	☐ Hypertensive disorder	Family member(s):			
	☐ Immunodeficiency disorder				
	_	Family member(s):			
	☐ Kidney disease	Family member(s):			

☐ Malignant neoplastic disease	Family member(s):
☐ Mental disorder	Family member(s):
Migraine	Family member(s):
☐ Seizure disorder	Family member(s):
☐ Substance abuse	Family member(s):
☐ Tuberculosis	Family member(s):

Social History

Please review this form to ensure that your health information is accurate. You will be able to discuss any questions or concerns that you have with your provider during your appointment.

Social History

•					
1. Diet (Circle one)					
Regular Vegetarian Vegan Gluten free					
Specific Carbohydrate Cardiac Diabetic					
Caffeine intake (Circle one)					
None Occasional Moderate Heavy					
3. Exercise level (Circle one)					
None Occasional Moderate Heavy					
4. Sporting activities					
5. Parents' marital status (Circle one)					
Married Unmarried Separated Divorced					
Widowed					
6. Home situation (Circle one)					
Both parents Mother Father Relatives					
Adoptive Foster Other parents					
7. Siblings					
8. Childcare? (Circle one)					
None Relative Private sitter Daycare/preschool					
9. Animal exposure? (Circle one)					
Yes No					

10. Passive smoke exposure? (Circle one)

11. Smoke/CO detectors in home? (Circle one)

	Yes	No				
12. Seat belt/car seat used routinely? (Circle one)						
	Yes	No				
13. Sunscreen used routinely (Circle one)						
	Yes No					
14. Insect repellent used routinely? (Circle one)						
	Yes No					
15. Year in school (Circle one)						
	Pre-K	Kindergarten	1	2		
	3	4	5	6		
	7	8	9	10		
	11	12	HS Grad	College		
16. School name						
17. Smoking Status (Circle one)						
	Never smoker		Former smoker		Current every day smoker	Current some day smoker
	Smoker - current status unknown		Unknown if ever smoked			

JACKSONVILLE KIDS PEDIATRICS FINANCIAL POLICY

Thank you for choosing Jacksonville Kids Pediatrics (JK Peds) as your primary care provider. We are committed to providing you with the highest quality of care at a fair and reasonable cost. In order to accomplish this goal, we are requesting your help in avoiding unnecessary billing issues that may happen as a result of incorrect insurance information.

The following is a summary of our payment policy. Acknowledgement and understanding of this Financial Policy must be signed. Patients cannot see the providers unless this statement is signed. It may not be altered in any way, it must be signed as is.

PAYMENT IN FULL IS DUE AND EXPECTED AT THE TIME OF SERVICE

Payment is required at the time services are rendered. This includes applicable coinsurance, co-payments, and payments for services not covered or denied by your insurance company. If you participate in a high deductible plan, we reserve the right to request payment in full or in part for charges incurred at time of service as allowable by your insurance carrier. If you do not have insurance, please come prepared to pay for your visit in full. JK Peds offers a 20% discount for all self- pay services paid in full on the day of the visit. If your balance cannot be paid in full at the time of service, we may be able to create a budget plan/agreement to have the outstanding bill/service paid within 90 days, with the first payment due the day the service is rendered.

Jacksonville Kids Pediatrics accepts cash, debit cards, credit cards including Visa, Master Card, Discover, and American Express. We do not accept personal checks at this time.

Missed Copay Fee: We are required by our insurance contracts to collect all co-pays at the time of service. Failure to collect copays puts the responsible party and JK Peds in default of the insurance contract. Any co-payments that are not paid at the time of the office visit will be charged a "Missed Co-pay processing fee" of \$10.

Missed Appointment Fee: Broken appointments represent a cost to us, to you, and to other patients who could have been seen in the time that we set aside for you. Cancellations are requested 24 hours prior to the appointment. The first time that a patient does not show up for a scheduled ILL visit appointment, there will be a \$25 fee charged. The first time that a patient does not show up for a scheduled WELL visit appointment, there will be a \$50 fee charged. This fee must be paid before a new appointment is scheduled. Patients with four missed appointments will be asked to transfer their records to another doctor.

BRING YOUR CURRENT INSURANCE CARD TO EVERY VISIT

The Financial Policy Continues on page 2.

INSURANCE FILING AND ASSIGNMENT OF BENEFITS

Regarding Insurance: As a courtesy to our patients, JK Peds will file claims to any insurance carrier with whom we are participating providers. It is the responsibility of the cardholder to know what their eligibility and coverage is with their insurance carrier. If this is not known, it is suggested the cardholder verify coverage limitations prior to their appointment date. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility. You agree to pay any portion not covered by your insurance. If the insurance company has not processed and paid the claim within a timely manner or has denied the claim, payment of the account in full becomes the responsibility of the person bringing the child to our office for the treatment.

Change of Insurance/Change of Address: Please notify the office ASAP of all insurance and address changes. The guarantor is responsible for all charges not paid as a result of the change of insurance coverage.

Payments: Unless other arrangements are approved by us in writing, the balance of your statement is due and payable when the statement is issued. Payment is due within (30) days from the statement date. If you feel that your claim was unfairly denied by your insurance company, it is the parent/guardian responsibility to pursue the insurance company on their child's behalf.

Divorce: In the case of divorce or separation, the parent authorizing treatment for a child/children will be the parent responsible for those subsequent charges. If the divorce decree requires the other parent to pay all of part of the treatment costs, it is the **AUTHORIZING PARENT'S** responsibility to collect from the other parent.

Insurance Release: This is to certify that I have been informed prior to receiving treatment today that my health plan may not be liable for services rendered if any of the following conditions apply: Provider not participating in my health plan; Unmet deductibles under my health plan; Services not covered under my particular health plan including the recommended preventative care such as well visits, immunizations, vision and hearing screening, depression or developmental screening, any in house labs or EKGs/any other services that may be performed during well visits or during ill visits. Please check with your insurance carrier if you are not sure if routine services are covered.

Outstanding Balances: If you have a balance on your account, we will send you a monthly statement. It will show separately the previous balance, any new charges to the account and payment or credits applied to your account during the month. If your account becomes past due, we will take the necessary steps to collect this debt.

JK Peds understands that full payment may not be possible in certain circumstances. As a courtesy, JK Peds offers a binding contract referred to as a "Payment plan". In order for services to be rendered, patients with payment plans must be in full compliance with all conditions of the budget agreement. Failure to make scheduled payments on the budget agreement or not paying off a balance in full may result in your account being turned over to a collection agency.

Waiver of Confidentiality: You understand that if the account is submitted to a collection agency or if your past due status is reported to a credit reporting agency, the fact that you received treatment at our office may become a matter of public record.

Transfer of Records: Should you wish to transfer care to another physician, you will need to complete the authorization to release records form, which can be obtained from our office, or your new physician may have their own compliant form. This form needs to be completed in its entirety in order for us to process the request. All balances should be paid before records are transferred.

Effective Dates: Once you have signed this agreement, you agree to all of the terms and conditions contained herein, and the agreement will be in full force and effect.

Billing Inquiries: Questions about a bill should be directed to our Billing Manager at 904-446-9991.

Therefore, knowing this, I request that services be performed and I agree to be responsible for any charges incurred. I understand that if I fail to make payment when due and my account becomes delinquent or is turned over to a collection agency, the undersigned shall pay all collection agency fees, court costs, and attorney fees, and risk being dismissed from the provider care of Jacksonville Kids Pediatrics.

I have read this Financial Policy at outlined above and on page 2, and understand that I am ultimately responsible for the charge
incurred by my child/children as their legal parent or guardian.

Patient's Name (s)	A CONTRACTOR OF THE CONTRACTOR
Parent/Guardian Signature	Date:

CANCELLATION & MISSED APPOINTMENT POLICY

Our goal at Jacksonville Kids Pediatrics is to provide you and your child with convenient, accessible, high quality medical care. In order for us to assure convenience and accessibility to all of our patients, it is important that patients arrive timely for all scheduled appointments or cancel the appointment **24 hours in advance**. This policy allows us to make better use of our available appointments for those patients in need of medical care.

Cancellation of an Appointment

You may cancel your scheduled appointment by calling our office during regular business hours. Appointments are in high demand and your early cancellation will give another child the opportunity to be seen by a provider.

No Show Policy

A "No Show" is an occurrence where someone does not show up for an appointment and does not cancel the appointment in advance of the scheduled date and time. If you do not show up for your appointment and you do not cancel the appointment 24 hours in advance, we will record this in the medical record as a "No Show".

Each time you miss your appointment, you will be notified by telephone and you will be asked to re-schedule.

Fees for Appointments - Financial Agreement

Effective February 10, 2020, Jacksonville Kids Pediatrics will begin to charge patients when they do not present for scheduled appointments.

Failure to cancel or re-schedule the appointment within 24 hours of the scheduled appointment time will result in a fee for a missed appointment. This fee will not be submitted to the health plan; it will be charged to the patient. We understand that flexibility is important and patients may be allowed one "free" missed appointment charge.

The missed appointment fee structure:

\$25 for the following types of appointments; Sick Exams, follow up appointments

\$50 for the following types of appointments; Well visits, ADHD appointments, Pre-Op appointments

CANCELLATION & MISSED APPOINTMENT POLICY- ACKNOWLEDGEMENT

I understand that I will be billed for the applicable fee and I am responsible for paying the fee. I acknowledge that I have read and understand the above policy statement regarding the fees for missed appointments.

Please note: Four (4) "NO SHOW appointments" may result in discharge from the practice.

Signed	Date
Child's Name	Child DOB



Vaccination/Well Visit Schedule

3-5 day Newborn Well visit: No vaccines due unless Hep B#1 (Hepatitis B vaccine) not given at birth

2 week: No vaccines due

1 month: Hep B#2 (assuming Hep B#1 was given at birth hospital)

2 months: Pentacel #1 (DTap/IPV/HIB) which is the Diptheria/Tetanus/Pertussis (Whooping Cough)/Polio and HIB vaccine combo; Prevnar #1 (strep pneumo vaccine), Rotateq #1 (rotavirus oral vaccine)

4 months: Pentacel #2 (DTap/IPV/HIB), Prevnar #2, Rotateq #2

6 months: Pentacel #3 (DTap/iPV/HIB), Prevnar #3, Rotateq #3

9 months: Hep B #3, Hemoglobin (anemia check)

12 months: MMR# 1 (measles/mumps/rubella vaccine), Varicella #1 (chicken pox vaccine), Hep A #1 (Hepatitis A vaccine)

15 months: Prevnar #4, HIB #4, Hemoglobin check

18 months: Dtap #4, Hep A#2

2-3 years: No vaccines due unless needs to "catch up"

4 years: Quadracel (Dtap #5, IPV #4), Proquad (MMR#2/VZV#2), Hemoglobin check

5 years: No vaccines due

6 years-10 years: No vaccines due, yearly well visit recommended

11 years: Tdap (Tetanus booster with Pertussis booster vaccine), Menactra (meningococcal meningitis vaccine)

12 years: Gardasil (Human Papilloma Virus Vaccine) is a 2 or 3-series vaccine recommended now for both females and males

13-15 years: Yearly well visit recommended, no vaccines due unless needs to "catch up" or start Gardasil series

16 years: Menactra #2

17-18 years: Trumenba #1 (Meningococcal B vaccine) before college with booster in 6 months

We recommend every child 6 months and older receive a yearly flu vaccine