

Integrative Developmental and Behavioral Pediatrics, LLC

PATIENT REGISTRATION

Patient Name _____ **DOB** _____ **Gender (M/F)**

New or established patient? (please circle one)

Parent/Guardian #1 _____ **DOB** _____ **Gender (M/F)**

Relationship to patient _____

Address _____ Home phone _____

City/State/Zip _____ Cell Phone _____

Employer/Occupation _____ Work phone _____

Communication by email represents a potential risk to patient confidentiality. By furnishing my email, I consent to the use of email to communicate. Email: _____

Please indicate best way to contact you: _____

Parent/Guardian #2 _____ **DOB** _____ **Gender (M/F)**

Relationship to patient _____

Address _____ Home phone _____

City/State/Zip _____ Cell Phone _____

Employer/Occupation _____ Work phone _____

Communication by email represents a potential risk to patient confidentiality. By furnishing my email, I consent to the use of email to communicate. Email: _____

Please indicate best way to contact you: _____

Parent/Guardian #3 _____ **DOB** _____ **Gender (M/F)**

Relationship to patient _____

Address _____ Home phone _____

City/State/Zip _____ Cell Phone _____

Employer/Occupation _____ Work phone _____

Communication by email represents a potential risk to patient confidentiality. By furnishing my email, I consent to the use of email to communicate. Email: _____

Please indicate best way to contact you: _____

Patient Name _____ DOB _____

***PLEASE REQUEST "ADDITIONAL PARENTS / GUARDIANS FORM" IF YOU WOULD LIKE TO LIST MORE THAN THREE PARENTS/GUARDIANS**

Parents are: (circle all that apply): Married / Living together / Separated / Divorced / Other

If parents are not married, who is the custodial parent? _____

Sibling Name _____ DOB _____ Gender (M/F)

Additional siblings _____

Emergency Contact Person _____

Emergency Contact primary phone # _____ secondary phone # _____

Who may we thank for referring you to us? _____

Patient Signature (if 14 or older) _____ Date _____

Parent/Guardian Signature _____ Date _____

Printed name of Parent/Guardian _____

Patient Name _____ DOB _____

Prescription Insurance

Insurance Company _____ Policy No. _____

Address _____ Phone _____ Fax _____

Subscriber _____ DOB _____

Relationship to Patient _____

Preferred Pharmacy

Name _____ Phone # _____

Address _____ Fax # _____

Integrative Developmental and Behavioral Pediatrics, LLC

Medical and Behavioral Care Provider Communication List

Communication between providers is essential to optimize care. Please provide contact information below about your child's care team to that we can communicate with them as needed. (Example: Naturopath, Acupuncturist, OT, SLP, PT, psychologist or other mental or behavioral health therapist). **In addition to the information below, please complete an ROI (Release of Information) for any provider with whom you would like us to communicate.**

Primary Care Physician _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Name _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Name _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Name _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Name _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Name _____

Would you like us to to send letters to this provider after appointments? Please circle one: Yes / No

Phone # _____ Fax # _____

Integrative Developmental & Behavioral Pediatrics, LLC

AUTHORIZATION FOR RELEASE OF INFORMATION

Integrative Developmental and Behavioral Pediatrics
5319 SW Westgate Dr. Ste #168, Portland, OR 97221
Phone (503) 444-1745 Fax 503-893-3070 email: admin@donnakirchoffmd.com

Patient _____ Birth Date _____

By **initialing** below, I authorize Integrative Developmental and Behavioral Pediatrics to (initial those that apply):

_____ release information to the below-named person, facility or agency

_____ obtain information from the below-named person, facility or agency

Person/Facility/Agency: _____

Address: _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Email _____

Communication by email represents a potential risk to patient confidentiality. Do we have permission to communicate with this provider by email? Please circle one: Yes/No Initial _____

By initialing below, I authorize the release of the following information, including mental health information:

_____ progress notes _____ lab results
_____ evaluation reports _____ other (please specify) _____

By initialing and signing below, I specifically authorize release of the following:

_____ mental health information
_____ genetic testing
_____ drug/alcohol diagnosis, treatment, and referral information
_____ HIV/AIDS information

Patient signature (required if 14 years or older) Date

Parent/Guardian/Legal Representative Date

Printed Name and Relationship to Patient

By initialing below, the purpose of information disclosure is (please initial all that apply):

- to facilitate treatment and continuity of care
- to facilitate billing and reimbursement
- other (specify) _____

This authorization shall be in force and effect until such time as it is revoked by the patient or patient's representative, or 6 months after discharge from treatment by Integrative Developmental and Behavioral Pediatrics, whichever is sooner.

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written notification to Dr. Donna Kirchoff at 5319 SW Westgate Dr. Ste #168, Portland, OR 97221 or admin@donnakirchoffmd.com

I understand that a revocation is not effective to the extent that Integrative Developmental and Behavioral Pediatrics has relied on the use or disclosure of the protected health information.

I understand that information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.

Integrative Developmental and Behavioral Pediatrics will not condition my treatment, payment, enrollment in a health plan or eligibility for benefits (if applicable) on whether I provide authorization for the requested use or disclosure.

I understand that I have the right to (please initial both):

- Inspect or copy the protected health information to be used or disclosed as permitted under federal law (or state law, to the extent the state law provides greater access rights.)
- Refuse to sign this authorization.

Patient signature (required if 14 years or older) Date

Parent/Guardian/Legal Representative Date

Printed Name and Relationship to Patient

Patient Name Date of Birth

Integrative Developmental & Behavioral Pediatrics, LLC

GENERAL OPERATIONAL POLICIES AND PROCEDURES

Services Provided: We provide evaluation and ongoing care for children birth to 10 years of age who experience developmental and behavioral challenges. When appropriate, we provide ongoing care for established patients older than 10 years of age.

Our Mission: Our goal (and passion!) is to optimize your child's behavior and development by using an integrative medical approach, which coordinates traditional (allopathic) care with holistic, complementary, and/or "alternative" medical treatments.

Hours: The office phone is answered 9am-5pm, Monday through Friday. Our physical presence in the office is variable week-to-week.

Location: 5319 SW Westgate Drive, Suite #168, Portland OR 97221 (just north of Hwy 26 off of Sylvan)

After hours/emergencies: If you have an urgent issue that cannot wait until normal office hours (9-5, Monday-Friday), you may call Dr. Kirchoff on her cell phone at 503-307-0634. If you are unable to reach Dr. Kirchoff by cell phone, you should contact your child's PCP and/or take your child to the emergency room of the nearest hospital.

Appointment Scheduling: Appointments may be scheduled by calling 503-444-1745 or by emailing admin@donnakirchoffmd.com.

Fees/payment: See financial policy for more details – payment is due at the time of service, and we are not contracted with any health insurance companies.

Confidentiality: It is sometimes in the best interest for an older child to have particular information remain private between them and their provider. If you have concerns about this, please let us know, so that we can come to an agreement about handling communication. Children 14 and older are required to sign for any release or communication of health care information. There are certain circumstances when information obtained in confidence may be shared, such as: suspected abuse; threat of harm to self or others; when information is needed for emergency medical treatment; when records are ordered by a judge; or if the patient waives confidentiality. Please see "Notice of Privacy Practices for Protected Health Information" for additional information.

Reminder calls: We will endeavor to send reminder calls 2 business days prior to your appointment. Non-receipt of reminder call does not constitute cancellation of appointment, and missed appointments are subject to full appointment charges, even if no reminder call was made.

Cancellation policy: Missed appointments and appointments cancelled with less than 24 hours notice may be charged the full appointment fee.

ADA accessibility: Our office is ADA-accessible - please enter through the front door of the office building.

Custody Determination/ legal proceedings: Our focus is on medical and therapeutic interventions. We are not geared toward custody determination and/or other related litigation.

I have read and understand the above information and I consent to treatment.

_ Patient Name Date of Birth

_ Signature (patients 14 and older) Date

_ Signature (Parent/Guardian/legal representative) Date

_ Relationship to client

Integrative Developmental and Behavioral Pediatrics, LLC

FINANCIAL POLICY – for New Patients

We believe that part of good healthcare practice is to establish and communicate a financial policy to our patients. We are dedicated to providing the best possible care for you, and we want you to completely understand our financial policy.

1. PAYMENT: Payment in full is expected at the time of your visit. We will accept cash, check, or credit card. We require that a credit card be kept on file for the convenience of payment for services not provided in person (for example, video calls, telephone and email consultation, medical forms completion, missed appointments.)

2. INSURANCE : We are not participating providers with any insurance plans (which means we are “out of network” for all insurances.) We will provide you with a “Superbill” for services provided, which you may then submit to your insurance company for reimbursement. Please keep in mind that insurance does not usually reimburse for email and telephone consultation, sometimes does not reimburse for video appointments, and that prolonged service (more than 40 minutes for a follow-up visit and more than 60 minutes for a new patient visit) is sometimes not reimbursed by insurance.

3. RETURNED CHECKS will incur a \$30.00 service charge and may be reported to collections. Stop payments constitute a breach of payment and are also subject to the \$30 service fee and collections action.

6. FORMS FEES: We may require pre-payment for completing forms, copying medical records, or for extra written communication by the doctor. The charge is determined by the complexity of the form, letter, or communication. Base form charges are \$10 per occurrence plus any applicable postage or notary fees. Copying fees for Medical Records are \$10 for the first twenty (20) pages and \$0.50 per page in excess of twenty. Please allow up to 15 business days for receipt of medical records.

7. CANCELLATIONS OR MISSED APPOINTMENTS: If you do not cancel your appointment at least 24 hours before, or if you no-show, your credit card may be charged the full appointment amount.

8. PAYMENT ARRANGEMENTS / CREDIT: Integrative Developmental and Behavioral Pediatrics, LLC does not make payment arrangements or extend credit. All services are expected to be paid in full at the time of service.

9. COLLECTION FEES: I understand that in the event my account is placed in collection status, any additional fees incurred due to this, will be added to my outstanding balance. This includes but is not limited to late fees, collections agency fees, court costs, interest and fines. I understand that these additional fees will be my personal responsibility to pay in full.

10. DIVORCED PARENTS of PATIENTS: By signing below, the adult who signs a minor child into our practice on the day of service accepts responsibility for payment. This office does not promise to send bills or records to the other parent/guardian for issues of payment or communication. We will communicate about treatment and payment with the parent who signs in that day. Parents are responsible between themselves to communicate with each other about any treatment and/or payment issues.

Initials_____Date_____ Patient name_____ page 1 of 2

11. APPOINTMENT/CONSULTATION FEES: Appointment charges are based on duration of appointment (most follow-up visits will be 40 minutes):

60 minute new patient appointment: \$480

40 minute follow-up visit: \$320

25 minute follow-up visit: \$200

Visits lasting more than 60 minutes for a first-time visit, or 40 minutes for a follow-up visit, will incur additional charges, which will be calculated in 15 minute increments (in addition to the 60 or 40 minute appointment charge, there will be a \$120 charge for each 15 minutes of additional time spent)

Video/telemedicine appointments will be charged at the same rate as in-office visits. Please be aware that insurance does not always reimburse for video appointments/telemedicine

Phone calls and email communication may be subject to charges based on amount of time spent (\$120 for each 15 minute increment of time spent). Please be aware that insurance does not usually reimburse for phone call or email communication.

I have read and understand the practice's financial policy and I agree to be bound by its terms. I also understand and agree that such terms may be amended by the practice from time to time and I may request updated copies of the practice's financial Policy.

Signature of Parent/Guardian/Guarantor	Date
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Patient Name	Date of Birth
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Integrative Developmental & Behavioral Pediatrics, LLC

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

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.

Our office is permitted by federal privacy laws to make uses and disclosures of your health information without your express consent **for purposes of treatment, payment, and health care operations**. Protected health information (PHI) is the information we create and obtain in providing our services to you. Such information may include documenting your symptoms, examination and test results, diagnoses, treatment, and applying for future care or treatment. It also includes billing documents for those services.

Use and Disclosure of Your Health Information for Treatment, Payment, and Health Care Operations

Each time you visit Integrative Developmental and Behavioral Pediatrics for health care, a record of your treatment is made. This record contains such information as registration information, including identification and billing information, and treatment information, including symptoms, diagnoses, test results, and treatment plans. This record is referred to as your “medical record” or “health information,” and includes both written and electronic records. Under the Health Insurance Portability and Accountability Act of 1996 (a Federal Law also known as “HIPAA”), Integrative Developmental and Behavioral Pediatrics, LLC providers are required to keep your information confidential and to provide you with notice of our legal responsibilities and privacy practices.

You have the right to review this Notice before signing the consent authorizing use and disclosure of your protected health information for treatment, payment, and health care operations purposes.

To help clarify the terms in this document, here are some definitions:

“PHI” refers to *protected health information*, which is the information in your health record that could identify you.

- “*Treatment, Payment and Health Care Operations*”
 - Treatment* is the provision, coordination or management of your health care and other services related to your health care.
 - Payment* is when reimbursement is obtained for your healthcare.
 - Health Care Operations* are activities that relate to the performance and operation of Integrative Developmental and Behavioral Pediatrics.
- “*Use*” applies to activities within Integrative Developmental and Behavioral Pediatrics, LLC such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you. Your health care information is used:
 - To plan for your care and treatment
 - For communication among your health care professionals
 - As a medical document describing the care you received
 - As a way for you or your insurance company to verify the services provided
 - For other similar activities that allow Integrative Developmental and Behavioral Pediatrics, LLC providers to operate efficiently and provide you with quality care.
- “*Disclosure*” applies to activities outside of Integrative Developmental and Behavioral Pediatrics such as releasing, transferring, or providing access to information about you to other parties.

Use and Disclosure Requiring Authorization

Integrative Developmental and Behavioral Pediatrics, LLC may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An “*authorization*” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when information is sought for purposes outside of treatment, payment and health care operations, an authorization will be requested from you before releasing this information.

You may revoke all such authorizations at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that Integrative Developmental and Behavioral Pediatrics, LLC has relied on that authorization.

Uses and Disclosures which do not require Consent or Authorization

Your PHI may be released without your consent or authorization in the following circumstances:

- **Treatment:** Integrative Developmental and Behavioral Pediatrics, LLC providers may disclose your health information by phone, letter, fax, or computer to people who are not affiliated with Integrative Developmental and Behavioral Pediatrics, LLC but are involved in your medical care, such as your primary physician or a home health agency. An example of treatment would be when your clinician consults with another health care provider, such as your family physician or another clinician.
- **Payment:** Integrative Developmental and Behavioral Pediatrics, LLC may provide you with information to share with your health insurance plan about services you have received in order for you to receive reimbursement for those services. Integrative Developmental and Behavioral Pediatrics, LLC may bill the person in your family who is responsible for payment for services received at Integrative Developmental and Behavioral Pediatrics, LLC.
- **Health Care Operations:** Integrative Developmental and Behavioral Pediatrics, LLC may use your health information for administrative activities, or for accreditation, certification, or licensing purposes. Your health information may be used to review the performance of Integrative Developmental and Behavioral Pediatrics, LLC providers who are or have been involved in your care. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- **Health Oversight:** Federal law allows us to release your protected health information to appropriate health oversight agencies or for health oversight activities for the purposes of monitoring our compliance with state and federal law to include audits, civil, administrative or criminal investigations: inspections; licensures or disciplinary actions; and for similar reasons related to the administration of healthcare.
- **Judicial or administrative proceedings:** If you are involved in a court proceeding, a lawsuit, or dispute, Integrative Developmental and Behavioral Pediatrics, LLC providers may disclose health information about you in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by a proper court order or administrative tribunal, provided that only the protected health information released is expressly authorized by such order, or in response to a subpoena, discovery request or other lawful process.
- **Appointment Reminders/ Additional Communications:** Integrative Developmental and Behavioral Pediatrics, LLC may use your health information to call you or send you a letter reminding you of an upcoming appointment. Integrative Developmental and Behavioral Pediatrics, LLC providers may also use your information to call or send you the results of tests or to for other health communications such as treatment alternatives and other health-related benefits and services that may be of interest to you.
- **Child Abuse:** If there is reasonable cause to suspect that a child seen (or heard about) in the course of professional duties has been abused or neglected, or there is reason to believe that a child seen (or heard about) in the course of professional duties has been threatened with abuse or neglect, and/or that abuse or neglect of the child may occur, Integrative Developmental and Behavioral Pediatrics, LLC providers have a legal duty to report this to the relevant county department, child welfare agency, police, or sheriff's department. Investigations by relevant county department, child welfare agencies, police or sheriff's department may result in request for (and release of) treatment records and subsequent disclosure of PHI, including progress notes, to any agency investigating child abuse/neglect.
- **Adult and Domestic Abuse:** If your clinician believes that an elder person has been abused or neglected, such information will be reported to the relevant county department or state official of the long-term care ombudsman, as your clinician is a mandatory reporter of abuse and neglect.
- **Serious Threat to Health or Safety:** Integrative Developmental and Behavioral Pediatrics, LLC may use and disclose your health information when the provider believes the disclosure is necessary to prevent a serious threat to your health and safety or the health and safety of others. Integrative Developmental and Behavioral Pediatrics, LLC clinicians must warn the third party and/or take steps to protect you, which may include informing appropriate authorities.
- **Law enforcement:** We may disclose your protected health information for law enforcement purposes as required by law, such as when required by court order, including laws that require reporting of certain types of wounds or other physical injury.

Uses and Disclosures which do not require Consent or Authorization, continued

- Unless you object, we may use or disclose your protected health information to notify, or assist in notifying, a family member, personal representative, or other person responsible for your care, about your location, and about your general condition, or your death. Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or in payment for such care if you do not object or in an emergency.
- We may use and disclose your protected health information to assist in disaster relief efforts.
- Controlling Disease: As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- Workers Compensation: If you file a worker's compensation claim, your records relevant to that claim to your employer or its insurer may be required to be released and your clinician(s) may be required to testify.
- Food and Drug Administration (FDA): We may disclose to the FDA your protected health information relating to adverse events with respect to food, supplements, products and product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.
- Specialized Governmental Functions: We may disclose your protected health information for specialized government functions as authorized by law such as to Armed Forces personnel, for national security purposes, or to public assistance program personnel.
- Correctional Institutions: If you are or become an inmate of a correctional institution, we may disclose to the institution or its agents the protected health information necessary for your health and the health and safety of other individuals.
- Coroners, Medical Examiners and Funeral Directors: We may disclose your protected health information to funeral directors or coroners consistent with applicable law to allow them to carry out their duties.
- Other Uses and Disclosures: Other uses and disclosures besides those identified in this Notice will be made only as otherwise authorized by law or with your written authorization which you may revoke except to the extent information or action has already been taken.

We may obtain services from business associates who provide appointment scheduling and reception services, transcription of dictation, quality assessment, quality improvement, outcome evaluation, protocol and clinical guidelines development, training programs, credentialing, medical review, legal services, insurance, and other services. Integrative Developmental and Behavioral Pediatrics will share information about you with such business associates as necessary to obtain these services.

Patients' Rights and Duties of Integrative Developmental and Behavioral Pediatrics, LLC Providers**Patients' Rights:**

- *Right to an Accounting of Disclosure*- You generally have the right to receive an accounting of disclosures of PHI. This right to accounting of disclosures does not include: Disclosures made to carry out treatment, payment and health care operations; Disclosures made to you; Disclosures made with your authorization; Disclosures made six years or more before the date your request is received. To request an accounting of disclosures, make your request in writing to Donna Kirchoff, MD. An accounting will not include internal uses of information for treatment, payment, or operations, disclosures made to you or made at your request, or disclosures made to family members or friends in the course of providing care.
- *Right to a paper copy*- You have the right to obtain a paper copy of the most current Notices of Privacy Practices upon request, even if you have agreed to receive the notice electronically.
- *Right to request a restriction in certain uses and disclosures of your health information by delivering the request in writing to our office* – we are not required to grant the request, but Integrative Developmental and Behavioral Pediatrics will comply with any request that is granted.
- *Right to inspect and copy your health record and billing record* – you may exercise this right by delivering the request in writing to our office using the form we provide to you upon request. There may be a charge for photocopying and/or mailing your medical record.
- *Right to request that your health care record be amended to correct incomplete or incorrect information* – you may exercise this right by delivering a written request to our office using the form we provide to you upon request. (The physician or other health care provider is not required to make such amendments); you may file a statement of disagreement if your amendment is denied, and you may require that the request for amendment and any denial be attached in all future disclosures of your protected health information.
- *Right to confidential communication* – you may request that communication of your health information be made by alternative means or at an alternative location by delivering the request in writing to our office using the form we give you upon request.

If you want to exercise any of the aforementioned rights, please contact Donna Kirchoff, MD, in person or in writing, during normal hours. She will provide you with assistance on the steps to take to exercise your rights.

Integrative Developmental and Behavioral Pediatrics, LLC's Duties:

- Integrative Developmental and Behavioral Pediatrics, LLC will maintain the privacy of your health information (PHI) as required by law and will provide you with a notice of our legal duties and privacy practices with respect to PHI (the information we collect and maintain about you).
- Integrative Developmental and Behavioral Pediatrics, LLC reserves the right to amend, change or eliminate provisions in the privacy policies and practices described in this notice. If our privacy practices or policies change, we will amend our Notice of Privacy Practices and you may request a revised copy in person, by email, or by phone. Unless you are notified of such changes, however, Integrative Developmental and Behavioral Pediatrics, LLC providers are required to abide by the terms of this notice and to notify you if we cannot accommodate a requested restriction or request.
- Integrative Developmental and Behavioral Pediatrics, LLC will accommodate your reasonable requests regarding methods to communicate health information with you, and accommodate your request for an accounting of disclosures as previously described.

Contact and Complaint Information

If you have questions, want additional information, or want to report a problem regarding the handling of your information, you may contact Donna Kirchoff, MD at (503) 444-1745.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office by delivering the written complaint to Donna Kirchoff, MD. You may also file a complaint with the US Department of Health and Human Services by e-mailing your complaint to OCRComplaint@hhs.gov or by mailing your complaint to: Centralized Case Management Operations, US Dept. of Health and Human Services, 200 Independence Ave SW, Room 509F HHH Bldg., Washington DC 20201.

! We cannot, and will not, require you to waive the right to file a complaint with the US Department of Health and Human Services as a condition of receiving treatment from the office.

! We cannot, and will not, retaliate against you for filing a complaint with the US Department of Health and Human Services.

Effective Date, Restrictions and Changes to Privacy Policy

This notice will go into effect on Oct 21, 2016

Integrative Developmental and Behavioral Pediatrics, LLC reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI maintained and will provide you with a revised notice upon request if changes are made.

Integrative Developmental & Behavioral Pediatrics, LLC

RECEIPT OF PRIVACY PRACTICES

I understand that Integrative Developmental and Behavioral Pediatrics LLC (referred to below as "This Practice") will use and disclose **health information** about me.

I understand that my **health information** may include information both created and received by the practice, may be in the form of written or electronic records or spoken words, and may include information about my health history, health status, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions, and similar types of health-related information.

I understand and agree that This Practice may **use and disclose** my health information in order to:

- make decisions about and plan for my care and treatment;
- refer to, consult with, coordinate among, and manage along with other health care providers for my care and treatment;
- determine my eligibility for health plan or insurance coverage, and submit bills, claims and other related information to insurance companies or others who may be responsible to pay for some or all of my health care; and
- Perform various office, administrative and business functions that support my physician's efforts to provide me with, arrange and be reimbursed for quality, cost-effective health care.

I also understand that I have the right to receive and review a written description of how This Practice will handle health information about me. This written description is known as a **Notice of Privacy Practices** and describes the uses and disclosures of health information made and the information practices followed by the employees, staff and other office personnel of This Practice, and my rights regarding my health information.

I understand that the Notice of Privacy Practices may be revised from time to time, and that I am entitled to receive a copy of any revised Notice of Privacy Practices. I also understand that a copy or a summary of the most current version of This Practice's Notice of Privacy Practices in effect will be posted in waiting/reception area.

I understand that I have the right to ask that some or all of my health information not be used or disclosed in the manner described in the Notice of Privacy Practices, and I understand that This Practice is not required by law to agree to such requests.

By signing below, I agree that I have reviewed and understand the information above and that I have received a copy of the Notice of Privacy Practices.

By: _____
(Patient – must be 14 years old to sign)

Date _____

By: _____
(Patient Representative)

Date _____

Description of Representative's Authority: _____

Integrative Developmental & Behavioral Pediatrics, LLC

CREDIT CARD ON FILE POLICY

We require that we keep your credit or debit card on file as a convenient method of payment for office visits, video appointments, medical form completion, and missed appointments.

Your credit card information is kept confidential and secure. You will be notified by telephone about any charges that may result from a missed appointment, form completion, returned check fees, or other service that was not provided in person. Charges will be processed either immediately after speaking with you, or no sooner than 48 hours after leaving a voicemail on the number you provided for appointment confirmation, whichever is sooner.

I authorize Integrative Developmental and Behavioral Pediatrics to charge the following credit or debit card for services provided:

Amex Visa Mastercard Discover Other _____

Credit Card Number _____

Expiration Date ____ / ____ / ____

Security Code _____ (3 digit # on back of card for Visa/MC/Discover, 4 digit code on front of card for Amex)

Cardholder Name _____

Signature _____

Billing Address _____

City _____ **State** _____ **Zip** _____

I (we), the undersigned, authorize and request Integrative Developmental and Behavioral Pediatrics to charge my (our) credit card, indicated above, for services rendered.

This authorization relates to all payments for services provided to me by Integrative Developmental and Behavioral Pediatrics. Another method of payment may be substituted at the time of service, if desired.

This authorization will remain in effect until I (we) cancel this authorization. To cancel, I (we) must give a 60 day notification in writing to Integrative Developmental and Behavioral Pediatrics, and the account must be in good standing.

Patient or Patient's Representative Name (Print)

Patient or Patient's Representative's Signature

Date ____ / ____ / ____