

Today's Date: _____

Patient Registration Sheet

☐ New Patient
☐ Update to current

Chart Number: _____

DR Code: _____

☐ CURRENT INSURANCE ON FILE

Children's Full Legal Name			Birthdate	Sex	Social Security
Last Name	First	Middle	Month/Day/Year	M-F	
1					
2					
3					
4					
5					

WITH WHOM DOES THE CHILD RESIDE?

☐ BOTH PARENTS☐ FATHER☐ MOTHER☐ OTHER

1st Parent/Legal Guardian's Information

2nd Parent/Legal Guardian's Information

(Lives in same household as patient & primary contact for appointment)

Name: _____

Last

First

Middle

Birthdate: _____ SS# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Ph: _____ ☐ Cell ☐ OtherAlternate Ph: _____ ☐ Cell ☐ Other

Employer/Occupation _____

Name: _____

Last

First

Middle

Birthdate: _____ SS# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Ph: _____ ☐ Cell ☐ OtherAlternate Ph: _____ ☐ Cell ☐ Other

Employer/Occupation _____

Insurance Information

Primary Policy

Insurance Company _____

Policy or ID# _____

Group# _____

Insured: _____ Insured Birthdate: _____ Relationship: _____

Emergency Contact other than parents/guardian

Name: _____ Relationship to child: _____ Phone# () _____

IF THERE IS ANYONE AUTHORIZED TO BRING THE ABOVE PATIENT(S) LISTED, PLEASE LIST THE NAMES BELOW.

NAME

RELATIONSHIP

ADDITIONAL CONTACT INFORMATION

Preferred E-Mail: _____ ☐ I agree to receive email & text notifications from Children's Medical Group, P.A.Please indicate how you prefer to receive appointment confirmations: ☐ Phone Call ☐ Text (Cell) _____ Cell Carrier: _____

Children's Medical Group

Guardian/Parent Policies

Thank you for choosing us as your health care provider. We are committed to making health care less stressful and more effective by clarifying financial responsibilities in advance. The following is a statement of our financial policy which we ask that you read and sign prior to your office visit.

ELECTRONIC COMMUNICATION CONSENT:

Initials By providing my cell, landline, or any other number(s), I expressly consent to receive communications from Children's Medical Group, its staff, its contractors, collection agents, and others, at any number, or e-mail address I provide, or that is later provided. These parties may use this information to contact me by live agent, voice mail, text message, using an auto dialer or other computer-assisted technology, pre-recorded message(s), or by any other form of electronic communication for any purpose including, but not limited to, appointments, follow-up health care reminders, scheduling, my account(s), assignment of benefits, and/or financial responsibility. I understand that depending on my phone plan I could be charged for these calls or text messages.

ACKNOWLEDGEMENT of INSURANCE CONTRACT:

Initials Your insurance policy is a contract between you and your insurance company. We are not part of that contract, and the patient remains solely responsible for services rendered. Should any account be unpaid 45 days following the date of service, and we have not heard from your insurance company, we ask that the patient contact their insurance company to help expedite payment.

AUTHORIZATION TO DISCLOSE PERSONAL HEALTH INFORMATION:

Initials I authorize Children's Medical Group to disclose any personal health information necessary to process health insurance claims, coordinate, or manage treatment, and for the purpose of our healthcare operations. I also authorize payment **DIRECTLY** to *Children's Medical Group* for services rendered.

ACKNOWLEDGEMENT of RESPONSIBILITY:

Initials I understand that I am financially responsible to Children's Medical Group for all professional services rendered, including but not limited to, those services which are not covered by my insurance programs (Co-payments and/or deductibles). I also understand that if I have an HMO or PPO insurance and I do not obtain the proper referral authorization prior to my visit, or verify the physician is a preferred provider that I am financially responsible for any charges incurred. I understand the payments for these charges are due at the time of service. In the event of financial default: I, the undersigned, accepts the fee charged as a legal and lawful debt and agree to pay said fee, including any/all collection agency fees, (33.3%), attorney's fees and/or court cost, if necessary. I further agree, for my account to be serviced or to collect monies owed, Children's Medical Group and/or its agents may contact me by telephone, text message or email using any telephone number, wireless number or any email address associated with this account.

ACKNOWLEDGEMENT of "NOTICE OF OUR PRIVACY PRACTICES":

Initials I acknowledge receipt of the Children's Medical Group "Notice of Privacy Practices". Children's Medical Group is required by law to maintain the privacy and security of your Protected Health Information and will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. If you have any questions or concerns regarding the Notice of Privacy Practices, you can ask to speak with the Privacy Officer in person, by Email: Privacy.Officer@Childsmedgroup.com or by phone at (251) 342-3810 or (251) 639-1300.

APPOINTMENT CANCELLATION POLICY & NO SHOW FEE:

Initials Our office policy is that when an appointment for a sick visit is cancelled, it must be a minimum of two hours prior to the appointed time. Checkup appointments require a twenty-four-hour notice of cancellation, prior to the appointed time. We allow a grace period for the first missed appointment; if a second appointment is missed, without adhering to our policy, your account will be billed \$25.00 and can result in dismissal from our practice. ADD/ADHD APPOINTMENTS HAVE NO GRACE PERIOD AND THE FEE IS \$50.00 PER MISSED APPOINTMENT.

MY SIGNATURE BELOW ACKNOWLEDGES THAT I HAVE READ THE ABOVE GUARDIAN/PARENT POLICIES OF CHILDREN'S MEDICAL GROUP. I AGREE AND CONSENT TO THE ABOVE.

Signature

Print

Relationship

Date

Financial responsibility ultimately falls to the person that brings the child to the office and signs our Guardian/Parent policies.